**BURBANK UNIFIED SCHOOL DISTRICT**
**BOARD OF EDUCATION**
REGULAR MEETING

Thursday, August 6, 2026

**5:00 p.m. - Closed Session**
**6:00 p.m. - Open Session**

Burbank Unified School District
1900 W. Olive Avenue
Third Floor - Board Room
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

   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, August 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 Armenian, Spanish, or ASL translation, please email stephaniebeauregard@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

a. Public Communications on Closed Session Agenda Items
Those persons wishing to address the Board may do so at this time and are asked to complete a speaker card. All public comments are to be directed to the Board President. Individual speakers shall be allowed five (5) minutes to address the Board on each agenda or non-agenda item. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the President may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The President may also ask members of the public with the same viewpoint to elect a few individuals to address the Board on behalf of that viewpoint. Please refer to the complete text of Burbank Unified School District Board Bylaw 9323: Meeting Conduct - Public Participation. Due to the Brown Act that governs public meetings, the Board cannot respond directly to public comment. The Board can direct the Superintendent and staff to meet with members of the public to better understand their concerns or points of view.

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

a. Public Employee
Discipline/Dismissal/Release/Resignation/Appointment/Reassignment/Employment Pursuant to Government Code Â§54957
Appointment - Assistant Superintendent Special Education/Student Services
Appointment - Director Expanded Learning
Appointment - Public Information Officer

b. Conference with Labor Negotiator, Pursuant to Government Code Â§54957.6
Agency Negotiator: Matt La Belle - Assistant Superintendent Human Resources
Employee Organization: California School Employees Association (CSEA) Chapter 674

c. Conference with Labor Negotiator, Pursuant to Government Code Â§54957.6
Agency Negotiator: Matt La Belle - Assistant Superintendent Human Resources
Employee Organization: Burbank Teachers Association (BTA)

d. Conference with Legal Counsel - Anticipated Litigation, Pursuant to Government Code Â§ 54956.9 (d) Number of Cases - 2

e. Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Sections 48915(a)(1)(A), 48900(a)(1), and 48900 (a)(2) on the expulsion recommendation by the Administrative Hearing Panel for Student 960023759, as presented.

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.

â€œWe acknowledge the traditional, ancestral, unceded territory of the Chumash, Tongva, FernandeÃ±o Tataviam, and First Nations on which we are learning, educating, and living.â€

5. REPORTING ON CLOSED SESSION ACTION

6. ADOPTION OF AGENDA

7. ITEMS FOR FUTURE CONSIDERATION

8. PRESENTATIONS / RECOGNITIONS

   a. FCMAT Update
   It is the recommendation of District administration that The Board of Trustees receive the FCMAT Update for informational purposes, as presented.
   FCMAT Update.pdf

   b. 2026-2027 Budget Calendar
   It is the recommendation of District administration that the Board of Trustees receive the 2026-2027 Budget Calendar for informational purposes, as presented.
   2026-2027 Budget Calendar.pdf

9. REQUESTS TO ADDRESS THE BOARD

   a. Public Communications on Agenda Items
   Those persons wishing to address the Board may do so at this time and are asked to complete a speaker card. All public comments are to be directed to the Board President. Individual speakers shall be allowed five (5) minutes to address the Board on each agenda or non-agenda item. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the President may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The President may also ask members of the public with the same viewpoint to elect a few individuals to address the Board on behalf of that viewpoint. Please refer to the complete text of Burbank Unified School District Board Bylaw 9323: Meeting Conduct - Public Participation. Due to the Brown Act that governs public meetings, the Board cannot respond directly to public comment. The Board can direct the Superintendent and staff to meet with members of the public to better understand their concerns or points of view.

10. SUPERINTENDENTS REPORT

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

   a. Public Hearing Regarding Proposed Increase in Developer Fees
   It is the recommendation of District administration that the Board of Trustees conduct the public hearing regarding the proposed increase in developer fees and receive public

comments, as presented.
Public Hearing Regarding Proposed Increase in Developer Fees.pdf

12. ACTION ITEMS

Business Services

a. Consideration of Adoption of Resolution 1-27 Increasing Developer Fees
It is the recommendation of District administration that the Board of Trustees adopt Resolution 1-27 increasing Developer Fees, as presented.
Consideration of Adoption of Resolution No. 1-27 Increasing Developer Fees.pdf

b. Consideration of Approval of Agreement with Christy White, Inc. for Annual Financial Audit Services
It is the recommendation of District administration that the Board of Trustees approve the Agreement with Christy White, Inc. for Annual Financial Audit Services, as presented.
Consideration of Approval of Agreement with Christy White for Annual Financial Audit Services.pdf

c. Consideration of Approval of Agreement with CWDL for Annual Measure ABC Financial and Performance Audits
It is the recommendation of District administration that the Board of Trustees approve the Agreement with CWDL for Annual Measure ABC Financial and Performance Audits, as presented.
Consideration of Approval of Agreement with CWDL for Annual Measure ABC Financial and Performance Audits.pdf

d. Consideration of Approval of Agreement with ParentSquare for Home to School Communication
It is the recommendation of District administration that the Board of Trustees approve the Agreement with ParentSquare, Inc. for Districtwide Communication and Attendance Management Platform, as presented.
Consideration of Approval of Agreement with ParentSquare for Home to School Communication.pdf

e. Consideration of Approval of Agreement with Fagen Friedman & Fulfrost, LLP
It is the recommendation of District administration that the Board of Trustees approve the Agreement with Fagen Friedman & Fulfrost, LLP, as presented.
Consideration of Approval of Agreement with Fagen Friedman & Fulfrost.pdf

Human Resources

f. Consideration of Approval of Declaration of Need for Fully Qualified Educators for the 2026-2027 Fiscal Year
Matthew La Belle, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the 2026-2027 Fiscal Year, as presented.
Consideration of Approval of Declaration of Need for Fully Qualified Teachers for the 2026-2027 Fiscal Year.pdf

g. Consideration of Approval of Teacher Assignments for the 2026-2027 School Year per

Education code 44258.3(a), Education Code 442578.3 (b), Education Code 44258.3(c), Education Code 44258.3(d), Education Code 44263, and Education Code 44865
Matthew La Belle, Assistant Superintendent of Human Resources Services, recommends that the Board of Education approve the Teacher Assignments for the 2026-2027 School Year, per Education Codes 44258.3(a), 44258.3(b), 44258.3(c & d), 442263, and 44865, as presented.
Consideration of Approval of Teacher Assignments for the 2026-2027 School Year per Education code 44258.3(a), Education Code 442578.3 (b), Education Code 44258.3(c), Education Code 44258.pdf

h. Consideration of Ratification of Agreement for Professional Services with Sign Up, LLC for ASL Interpretation
It is the recommendation of district administration that the Board of Trustees ratify the Agreement for Professional Services with Sign Up Interpreting Services, LLC for ASL Interpretation, as presented.
Consideration of Ratification of Agreement for Professional Services with Sign Up LLC, for ASL Interpretation.pdf

i. Consideration of Ratification of Agreement for Professional Services with Alpha Interpreters
Matthew La Belle, 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, effective July 1, 2026 to June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.
Consideration of Ratification of Agreement for Professional Services with Alpha Interpreters for ASL Interpretation.pdf

Board Policies

j Consideration of Adoption of Board Policy ByLaw 9271 Code of Ethics

k. Consideration of Revision of Board ByLaw 9270 Conflict of Interest

l. Consideration of Revision of Board ByLaw 9200 Limits of Board Member Authority

m. Consideration of Revision of Board ByLaw 9323 Meeting Conduct

n. Consideration of Revision of Board ByLaw 9322 Agenda/Meeting Materials

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.

Superintendent

a. Consideration of Approval of Minutes
Minutes 6.18.26 SP UNOFFICIAL AM.pdf

b. Consideration of Approval of Minutes
Minutes 6.25.26 UNOFFICIAL AM.pdf

Business Services

c. Consideration of Approval of Agreement with School Services of California
is the recommendation of District administration that the Board of Trustees approve the Agreement with School Services of California for Technical Support
Consideration_of_Approval_of_Agreement_with_School_Services_of_California_for_Techni

d. Consideration of Ratification of Addendum to Agreement with Sedgwick Claims Management Services for Workers Compensation Program
It is the recommendation of District administration that the Board of Trustees ratify the Addendum to the Agreement with Sedgwick Claims Management Services for the Workers Compensation Program, as presented.
Consideration of Ratification of Addendum to Agreement with Sedgwick Claims Management Services for Workerâ€™s Compensation Program.pdf

e. Consideration of Ratification of Renewal Agreement with Atkinson Andelson Loya Ruud & Romo for Legal Services
It is the recommendation of District administration that the Board of Trustees ratify the Renewal Agreement with Atkinson Andelson Loya Ruud & Romo for Legal Services, as presented.
Consideration of Ratification of Renewal Agreement with Atkinson Andelson Loya Ruud & Romo for Legal Services.pdf

f. Consideration of Ratification of Agreement with Christy White for Office of Public School Construction (OPSC) School Facilities Performance Audit
It is the recommendation of District administration that the Board of Trustees ratify the Agreement with Christy White for Office of Public School Construction (OPSC) School Facilities Performance Audit, as presented.
Consideration of Ratification of Agreement with Christy White School Facilities Program Performance Audits.pdf

g. Consideration of Approval of Additive Change Order No.1, OPTERRA Energy Services for Solar Energy Services
It is the recommendation of District administration that the Board of Trustees approve Additive Change Order No. 1 with OPTERRA Energy Services for Solar Energy Services, as presented.
Consideration of Approval of Additive Change Order No.1, OPTERRA Energy Services for Solar Energy Services.pdf

h. Consideration of Ratification of Award of Contract with TrueLine for Luther Middle School Pickleball Courts
It is the recommendation of District administration that the Board of Trustees ratify the Award of Contract with TrueLine for Luther Middle School Pickleball Courts, as presented
Consideration of Ratification of Award of Contract with TrueLine for Luther Middle School Pickleball Courts.pdf

i. Consideration of Ratification of Award of Contract with Parkwood Landscape Maintenance, Inc. for Tennis Court Power Washing Services
It is the recommendation of District administration that the Board of Trustees ratify the Award of Contract with Parkwood Landscape Maintenance, Inc. for Tennis Court Power

Washing Services, as presented.
Consideration of Ratification of Award of Contract with Parkwood Landscape Maintenance, Inc. for Tennis Court Power Washing Services.pdf

j. Consideration of Approval of Award of Contract with RPW Services Inc. for Vector Control
It is the recommendation of District administration that the Board of Trustees approve the Award of Contract with RPW Services Inc. for Vector Control, as presented.
Consideration of Approval of Award of Contract with RPW Services Inc. for Vector Control.pdf

k. Consideration of Ratification of Professional Services Agreement with Fire Service Corp for Fire Equipment Inspection Services
It is the recommendation of District administration that the Board of Trustees ratify the Professional Services Agreement with Fire Service Corp. for Fire Alarm Inspection and Testing Services, as presented.
Consideration of Ratification of Professional Services Agreement with Fire Service Corp for Fire Equipment Inspection Services.pdf

l. Consideration of Approval of Agreement with Genesis, Inc. for District Office Flooring
It is the recommendation of District administration that the Board of Trustees approve the Agreement with Genesis, Inc. for District Office Flooring, as presented.
Consideration of Approval of Agreement with Genesis, Inc. for District Office Flooring.pdf

m. Consideration of Ratification of Agreement with Genesis, Inc. for JBHS Music Room Flooring
It is the recommendation of District administration that the Board of Trustees ratify the Agreement with Genesis, Inc. for JBHS Music Room Flooring, as presented.
Consideration of Ratification of Agreement with Genesis, Inc. for JBHS Music Room Flooring.pdf

n. Consideration of Approval of Agreement with Stumbaugh & Associates, Inc. for Edison Elementary Restroom Partitions
It is the recommendation of District administration that the Board of Trustees approve the Agreement with Stumbaugh & Associates, Inc. for Edison Elementary Restroom Partitions, as presented.
Consideration of Approval of Agreement with Stumbaugh & Associates, Inc Edison Elementary for restroom partitions.pdf

o. Consideration of Approval of Agreement with Stumbaugh & Associates, Inc. for District Office Restroom Partitions
It is the recommendation of District administration that the Board of Trustees approve the Agreement with Stumbaugh & Associates, Inc. for District Office Restroom Partitions, as presented.
Consideration of Approval of Agreement with Stumbaugh & Associates, Inc District Office for restroom partitions.pdf

p. Consideration of Approval of Amendment to Agreement with CCCEN for Payroll Services
It is the recommendation of District administration that the Board of Trustees approve the Amendment to the Agreement with CCCEN for Payroll Services, as presented.
Consideration of Approval of Amendment to Agreement with CCCEN for Payroll

Services.pdf

q. Consideration of Approval of PTSA Concession MOU for BHS and JBHS
It is the recommendation of District administration that the Board of Trustees approve the PTSA Concession MOU for BHS and JBHS, as presented.
Consideration of Approval of PTSA Concession MOU for BHS and JBHS.pdf

r. Consideration of Approval of Master Agreement Between Burbank Unified School District and the Burbank Arts and Education Foundation
It is the recommendation of District administration that the Board of Trustees approve the Master Agreement between the Burbank Unified School District and the Burbank Arts and Education Foundation, as presented.
Consideration of Approval of Master Agreement Between Burbank Unified School District and the Burbank Arts and Education Foundation.pdf

s. Consideration of Renewal Approval of Expanded Learning Opportunities Program (ELOP) Services Agreement with Conundrum Theater Company
It is the recommendation of District administration that the Board of Trustees approve the renewal of the Expanded Learning Opportunities Program (ELOP) Services Agreement with Conundrum Theater Company, as presented.
Consideration of Renewal Approval of Expanded Learning Opportunities Program (ELOP) Services Agreement with Conundrum Theater Company.pdf

t. Consideration of Ratification of Purchase from Arey Jones for Burbank Adult School laptops
It is the recommendation of District administration that the Board of Trustees ratify the Purchase from Arey Jones for Burbank Adult School Laptops, as presented.
Consideration of Ratification of Purchase from Arey Jones for Burbank Adult School laptops.pdf

u. Consideration of Approval of Amendment to District Membership List for 2026-2027
It is the recommendation of District administration that the Board of Trustees approve the Amendment to the District Membership List for 2026â€“2027, as presented.
Consideration of Approval of Amendment to District Membership List for 2026-2027.pdf

v. Consideration of Approval of Amended Software License List 2026 - 2027
It is the recommendation of District administration that the Board of Trustees approve the Amendment to the District Membership List for 2026â€“2027, as presented.
Consideration of Approval of Amended Software License List 2026 - 2027.pdf

w. Consideration of Acceptance of the 2026-2027 Purchase Order Report
It is the recommendation of District administration that the Board of Trustees accept the 2025-2026 Purchase Order Report, as presented.
Consideration of Appvoal of 2025-2026 Purchase Order Report.pdf

x. Consideration of Acceptance of the 2026-2027 Purchase Order Report
It is the recommendation of District administration that the Board of Trustees accept the 2026-2026 Purchase Order Report, as presented.
Consideration of Approval of 2026-2027 Purchase Order Report.pdf

y. Consideration of Acceptance of Warrant Report
It is the recommendation of District administration that the Board of Trustees accept the

Warrant Report, as presented.
Consideration of Acceptance of Warrant Report.pdf

z. Consideration of Acceptance of Miscellaneous Receipts Report
It is the recommendation of District administration that the Board of Trustees accept the Miscellaneous Receipts Report, as presented.
Consderation of Acceptance of Miscellaneous Receipts Report.pdf

Human Resources

aa. Consideration of Approval of Personnel Report Number 26-27-01
It is the recommendation of district administration that the Board of Trustees approve Personnel Report Number 26-27-01. as presented.
Personnel Report 26-27-01.pdf

bb. Consideration of Ratification of Job Description for Communications and Multimedia Specialist
It is the recommendation of district administration that the Board of Trustees ratify the Job Description for Communications and Multimedia Specialist, as presented.
Consideration of Ratification of Job Description for Communications and Multimedia Specialist.pdf

cc. Consideration of Ratification of the 2024-2025 Negotiated Agreements between the Burbank Unified School District and the Burbank Teacher's Association (BTA)
Matthew La Belle, Assistant Superintendent of Human Resources Services, recommends that the Board of Education ratify the 2024-2025 Negotiated Agreements between the Burbank Unified School District and the Burbank Teacherâ€™s Association, as presented.
Consideration of Ratification of the 2024-2025 Negotiated Agreements Between the Burbank Unified School District and the Burbank Teacher's Association.pdf

dd. Consideration of Ratification of Agreement between Burbank Unified School District (Burbank Adult School) and Nexstar Media Group & KTLA
It is the recommendation of district administration that the Board of Trustees ratify Agreement between Burbank Unified School District (Burbank Adult School) and Nexstar Media Group & KTLA , as presented.
Consideration of Ratification of Agreement between Burbank Unified School District (Burbank Adult School) and Nexstar Media Group & KTLA.pdf

ee. Consideration of Approval of the First Amendment to the Services, School Facilities License and Building Use Agreement Between Burbank Unified School District and Right At School, LLC
It is the recommendation of district administration that the Board of Trustees approve the First Amendment to the Services, School Facilities License and Building Use Agreement Between Burbank Unified School District and Right At School, LLC, as presented.
Consideration for Approval of the First Amendment to the Services, School Facilities License and Building Use Agreement Between the Burbank Unified School District and Right at School, LLC.pdf

Instructional Services

ff. Ratification of Approval of Non-Instructional Consultant Services

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify 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.
Ratification_Approval_Non-Inst_Consult_080626_Redacted.pdf

gg. Approval of Instructional Consultant Services
Oscar Macias, Assistant Superintendent of Instructional 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 BR 8 6 26_Redacted.pdf

hh. Approval of Williams Settlement Quarterly Report on Uniform Complaints 2025-2026
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2025-2026, Report Summary No. 4, April 1, 2026 through June 30. 2026, as presented.
Williams_8 6 26.pdf

ii. Approval of Arts for All Advancement Grant Program Agreement CONTRACT #: RTG001520
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Arts Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Department of Arts & Culture, effective August 7,2026 through June 30, 2027, to accept an award amount of $22,600, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.
Board Report AD Grant 2026-27 8 6 26.pdf

Special Education

jj. Approval of Agreement for Professional Services Provided by Hillsides (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Hillsides to provide ESS support services to students who attend Burbank Unified School District, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Hillsides.pdf

kk. Approval of Agreement for Professional Services Provided by Nurturing Nests Therapy Center (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Nurturing Nests Therapy Center, to provide support services to Special Education students, not to exceed $1,700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Nurturing Nests.pdf

ll. Approval of Agreement for Professional Services Provided by In Touch Behavioral Services, LLC (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and In Touch Behavioral Services, LLC, to provide support services to Special Education students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services In Touch Behavioral Services, LLC.pdf

mm. Approval of Agreement for Professional Services Provided by Amergis Healthcare Staffing, Inc. (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Amergis Healthcare Staffing, Inc., to provide support services to Special Education students, not to exceed $1,800,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Amergis Healthcare Staffing, Inc..pdf

nn. Approval of Agreement for Professional Services Provided by Covelo Group Inc. (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Covelo Group Inc., to provide support services to Special Education students, not to exceed $2,000,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Covelo Group Inc..pdf

oo. Approval of Agreement for Professional Services Provided by Zen Educate Inc. (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Zen Educate Inc., to provide support services to Special Education students, not to exceed $67,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Professional Services Zen Educate Inc..pdf

pp. Approval of Amended Agreement for Professional Services Provided by Gary D Stromberg & Associates, LLC (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide two speech and language pathologists, not to exceed $281,148 (01.0-65000.0-57602-11901-5850-7440000), effective August 10, 2026 through June 4, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 25, 2026 for a total not to exceed $140,624. An

additional speech and language pathologist is needed, for a total of two, as the District is unable to hire permanent staff. This amendment adds an additional $140,624 for a new not to exceed amount of $281,248.
SPED Professional Services Gary D Stromberg & Associates, LLC_Amendment.pdf

qq Approval of Amended Agreement for Professional Services Provided byHathaway-Sycamores Child and Family Services (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services recommends that the Board of Education amend 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 $498,859.45 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was May 7, 2026 for a total not to exceed $489,778.39. Due to the recent California budget of the revised May 15, 2026 COLA of 4.31%, which was signed on June 30, 2026, this amendment is increased by $9,081.06. The new total not to exceed is $498,859.45.
SPED Professional Services Hathaway-Sycamores Child and Family Services_SELPA Program_Amendment.pdf

rr. Approval of Amended Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services (Special Education)
Oscar Macias, Assistant Superintendent of Instructional Services recommends that the Board of Education amend 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 $240,841.36 (1.0-33270.0-57601-11800-5810-7440000 = $202,306.74 and 01.0-65460.0-57601-1180-5810-7440000 = $38,534.62). Effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was May 7, 2026 for a total not to exceed $236,453.44. Due to the recent California budget of the revised May 15, 2026 COLA of 4.31%, which was signed on June 30, 2026, this amendment is increased by $4,387.92. The new total not to exceed is $240,841.36.
SPED Professional Services Hathaway-Sycamores Child and Family Services_Magnolia Park_Amendment.pdf

Student Services

ss. Approval of Agreement for Professional Services
Oscar Macias, Assistant Superintendent of Instructional 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 13, 2026 through June 30, 2027, not to exceed $130,000 (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 26.27 w contract.pdf

14. BOARD REPORTS & COMMUNICATIONS

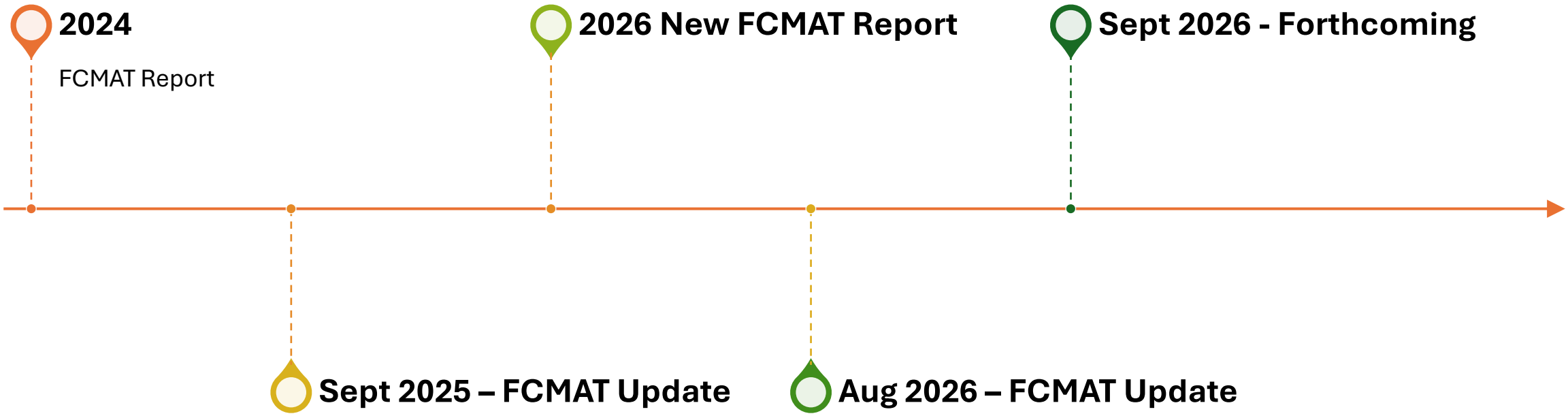
15. ADJOURNMENT

# BUSD FCMAT Update

Dr. Jason Hasty, Assistant Superintendent of Business Services

August 6, 2026

# FCMAT Update Timeline



# BUSD: FCMAT History

- The 2024 report identified operational weaknesses. The District immediately began implementing corrective actions. The 2026 FHRA expanded the review from Business Services to districtwide fiscal health. While many operational improvements had already been implemented, the FHRA evaluated a much broader set of fiscal risk indicators—including financial condition, governance, leadership stability, reserves, and deficit spending—which extended well beyond the scope of the original report.

# BUSD FCMAT Response to 2024 Report: as presented September 2025

| | |
|---|---|
| **Organizational Structure** | Team restructuring, weekly team meetings, 1:1 check-ins, process and procedure guides, Excel template workbooks, assignment matrix. |
| **Operational Processes & Procedures** | Year-long calendar, team retreats/training, electronic forms with audit trails, aggregate workbooks, new Accounts Payable procedures, new Accounts Receivable process, revised reimbursement and consultant processes. |
| **Budget Development** | Internal budget calendar, budget workbook, collaborative budget process with HR and district staff. |
| **Budget Monitoring** | Live budget workbook, live FTE workbook, regular reconciliation, assigning analysts to departments/sites, quarterly budget review concept. |

# FCMAT Fiscal Health Risk Analysis (FHRA) Scoring Methodology

The Fiscal Health Risk Analysis (FHRA) is a **risk assessment tool** developed by FCMAT to evaluate a school district's fiscal health and likelihood of fiscal distress. The analysis consists of approximately **134 indicators** organized into **20 functional areas** that assess fiscal management, governance, internal controls, budgeting, financial planning, and operational practices.

## How the FHRA is Scored

- Each indicator is evaluated using a **Yes / No / N/A** methodology.
- **"Yes"** = District practice meets FCMAT's best practice or statutory expectation.
- **"No"** = Identified fiscal risk, weakness, or area requiring improvement.
- **"N/A"** = Indicator does not apply to the District.
- Certain **high-risk questions carry greater weight** because they have a stronger relationship to fiscal solvency.
- The overall score reflects the **District's level of fiscal risk**, **not** its level of compliance.

# BUSD: 2026 FCMAT Score

| Measure | Result |
|---|---|
| Functional Areas Reviewed | 20 |
| Indicators Evaluated | ~134 |
| Overall Fiscal Risk Score | **37.4%** |
| Overall Risk Rating | **High Fiscal Solvency Risk** |

# District FCMAT Compliance Tracker

**Measuring Progress Toward Full Implementation**

- To better monitor progress, Burbank Unified developed an **internal FCMAT Compliance Tracker** that converts the FHRA from a **risk assessment** into an **implementation and accountability tool**. Unlike the FHRA, which measures fiscal risk, the District's tracker measures progress in implementing FCMAT's recommendations.

**Compliance Scoring Methodology**

- **Yes = 1 point** (Recommendation fully implemented)
- **No = 0 points** (Action still in progress)
- **N/A = Excluded** from scoring
- **Section Compliance % = Yes Points ÷ Scorable Items**
- **Overall Compliance % = Total Yes Points ÷ Total Scorable Items** across all sections.

# FCMAT FHRA Scoring vs. BUSD Comp Tracker

| FCMAT FHRA | District Compliance Tracker |
|---|---|
| Measures **Fiscal Risk** | Measures **Implementation Progress** |
| More "No" responses = Higher Risk | More "Yes" responses = Higher Compliance |
| **Higher score = Worse** | **Higher score = Better** |
| Snapshot of risk at a point in time | Living management tool updated throughout the year |
| Used to assess fiscal solvency risk | Used to drive accountability and continuous improvement |

# District Performance Scale

| Compliance % | Grade | Implementation Status |
|---|---|---|
| 90–100% | A | **Fully Implemented** – FCMAT recommendations have been implemented, documented, and institutionalized. Policies, procedures, monitoring systems, and internal controls are operating as intended and represent sustainable best practices. |
| 80–89% | B | **Highly Implemented** – The majority of recommendations have been completed. Core systems and internal controls are established, with only limited refinements, documentation, or process improvements remaining. |
| 70–79% | C | **Substantial Progress** – Most recommendations have been implemented. Significant improvements have been made to fiscal practices, internal controls, and operational processes. Remaining items are generally more complex, requiring additional time, coordination, or organizational change. |
| 60–69% | D | **Developing Implementation** – The District has established the foundation for improvement and has implemented several key recommendations. Important systems and processes are in place, but additional work is needed before implementation is consistent across all operational areas. |
| Below 60% | F | **Initial Implementation** – Corrective actions have begun and foundational improvements are underway; however, many FCMAT recommendations remain to be implemented before the District achieves a comprehensive system of internal controls and fiscal management practices. |

| Reporting Period | Scorable Items | Yes Points | No Count | Compliance | Grade |
|---|---|---|---|---|---|
| **April 2026** *(Initial Assessment)* | 117 | 67 | 50 | **57.3%** | F |
| **June 2026** *(SBAC Update)* | 117 | 72 | 45 | **61.5%** | D |
| **July 2026** *(Current Update)* | 117 | 84 | 33 | **71.8%** | C |

# FCMAT Changes since April 2026

| Item | Component Descriptor | Tracker Notes / Backup Documentation |
|---|---|---|
| 2.11 | Grant/restricted fund evaluation procedure | Policies AR 3290 – Jan. 2019 |
| 3.2 | Budget revisions posted at interim reporting periods | Budget Revision: Second Interim and EA and BA |
| 3.8 | Salary/benefit encumbrance and reconciliation | Salaries & Benefits Pre-Balance |
| 6.2 | Current-year bargaining settled | TA'd with CSEA and BTA; Board approved 6/25/26 |
| 6.4 | Presettlement analysis identifies costs/savings and funding | AB 1200 completed and approved by LACOE; prior staff utilized calculation with Second Interim projections |
| 6.7 | Public disclosure requirements met | AB 1200 posted on website and made available to public 3 days prior to Board approval |
| 6.8 | Superintendent and CBO certification before Board approval | AB 1200 letter issued from LACOE prior to Board meeting |
| 6.9 | Board action consistent with certification | Board approved; Superintendent and Fiscal Director signed off on AB 1200 |
| 7.1 | Plan to control contributions/transfers | Fiscal Stabilization Plan Resolution approved at 6/25/2026 Board meeting |
| 7.2 | Transfers for deficit funds outside General Fund | District has no deficit spending in funds outside of General Fund |
| 8.3 | Board-approved plan to reduce deficit spending | Second Interim FSP and BA FSP |
| 10.3 | Historical enrollment/ADA trend tracking | LCFF Calculator |
| 10.5 | Enrollment assumptions based on historical data | LCFF Calculator; changed for EA/BA to 1.2% based on last 5-yea average decline |

# District FCMAT Tracker

| Section # | Section Name | Total Items | Scorable Items | Yes Points | No Count | N/A Count | Compliance % | Grade |
|---|---|---|---|---|---|---|---|---|
| 1 | Annual Independent Audit Report | 4 | 4 | 3 | 1 | 0 | 75.0% | C |
| 2 | Budget Development and Adoption | 12 | 12 | 11 | 1 | 0 | 91.7% | A |
| 3 | Budget Monitoring and Updates | 9 | 9 | 8 | 1 | 0 | 88.9% | B |
| 4 | Cash Management | 7 | 4 | 4 | 0 | 3 | 100.0% | A |
| 5 | Charter Schools | 5 | 1 | 1 | 0 | 4 | 100.0% | A |
| 6 | Collective Bargaining Agreements | 9 | 8 | 8 | 0 | 1 | 100.0% | A |
| 7 | Contributions and Transfers | 3 | 2 | 2 | 0 | 1 | 100.0% | A |
| 8 | Deficit Spending (Unrestricted General Fund) | 4 | 4 | 1 | 3 | 0 | 25.0% | F |
| 9 | Employee Benefits | 5 | 5 | 3 | 2 | 0 | 60.0% | D |
| 10 | Enrollment and Attendance | 10 | 9 | 8 | 1 | 1 | 88.9% | B |
| 11 | Facilities | 8 | 8 | 5 | 3 | 0 | 62.5% | D |
| 12 | Fund Balance and Reserve for Economic Uncertainties | 5 | 3 | 2 | 1 | 2 | 66.7% | D |
| 13 | General Fund – Current Year | 8 | 6 | 3 | 3 | 2 | 50.0% | F |
| 14 | Information Systems and Data Management | 6 | 6 | 3 | 3 | 0 | 50.0% | F |
| 15 | Internal Controls and Fraud Prevention | 9 | 9 | 5 | 4 | 0 | 55.6% | F |
| 16 | Leadership and Stability | 9 | 9 | 5 | 4 | 0 | 55.6% | F |
| 17 | Multiyear Projections | 4 | 4 | 4 | 0 | 0 | 100.0% | A |
| 18 | Multiyear Projections | 4 | 0 | 0 | 0 | 4 | N/A | N/A |
| 19 | Position Control | 6 | 6 | 2 | 4 | 0 | 33.3% | F |
| 20 | Special Education | 7 | 7 | 5 | 2 | 0 | 71.4% | C |
| **OVERALL COMPLIANCE** | | **134** | **116** | **83** | **33** | **18** | **71.6%** | **C** |

# Next steps

## Continuing Implementation of FCMAT Recommendations

**Complete Remaining Recommendations -** Continue implementing remaining FCMAT recommendations, with emphasis on:

- Position Control
- Internal Controls and Fraud Prevention
- General Fund Fiscal Monitoring
- Deficit Spending and Multiyear Fiscal Sustainability
- Leadership and Organizational Stability

**Strengthen Documentation -** Continue developing and maintaining written procedures, Board policies, administrative regulations, and supporting documentation to ensure implementation is institutionalized and sustainable.

**Monitor Progress -** Maintain the District's FCMAT Compliance Tracker as a living management tool.

- Provide periodic progress updates to the Board and Student Budget Advisory Committee (SBAC).
- Update compliance ratings as recommendations are fully implemented and verified.

**Focus on Continuous Improvement -** Integrate FCMAT recommendations into the District's standard business practices.

- Continue strengthening fiscal transparency, internal controls, and accountability.
- Utilize the Fiscal Stabilization Plan as the roadmap for long-term fiscal sustainability.

**Goal - Achieve full implementation of applicable FCMAT recommendations while establishing sustainable fiscal systems that support long-term financial stability, operational excellence, and improved service to students.**

# Questions?



**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | 2026–2027 Budget Calendar |

---

**Background:**

One of the recommendations identified through the Fiscal Crisis and Management Assistance Team (FCMAT) Fiscal Health Risk Analysis (FHRA) was the establishment of a comprehensive, Board-approved annual budget calendar.

The proposed 2026–2027 Budget Calendar establishes a structured annual budget cycle that aligns statutory reporting requirements with meetings of the Budget Advisory Committee (BAC) and the Board of Education.

**Fiscal Impact:**

It is the recommendation of District administration that the Board of Trustees receive the 2026-2027 Budget Calendar for informational purposes, as presented.

**Burbank Unified School District**
1900 W. Olive Avenue  Burbank, CA  91506
*www.burbankusd.org*

**Board of Education**
Abigail Pontzer Kamkar – President
Dr. Emily Weisberg – Vice President
Laurette Cano – Clerk
Kelsey Olson – Member
Dr. Armond Aghakhanian – Member

**Superintendent**
Dr. Tom McCoy

# 2026–2027 Budget Calendar

| Date | Meeting | Budget Report / Topic |
|---|---|---|
| **Sept 10, 2026** | Budget Advisory Committee | Review 2025–26 Unaudited Actuals and year-end financial results |
| **Sept 17, 2026** | Board of Education | 2025–26 Unaudited Actuals |
| **Dec 10, 2026** | Budget Advisory Committee | Review 2026–27 First Interim Budget Report |
| **Dec 17, 2026** | Board of Education | 2026–27 First Interim Budget Report |
| **March 4, 2027** | Budget Advisory Committee | Review 2026–27 Second Interim Budget Report |
| **March 11, 2027** | Board of Education | 2026–27 Second Interim Budget Report |
| **June 10, 2027** | Budget Advisory Committee | Review 2027–28 Proposed Estimated Actuals and Budget Adoption |
| **June 17, 2027** | Board of Education | 2027–28 Budget Adoption: Presentation and Hearing |
| **June 24, 2027** | Board of Education | Special Meeting: 2027–28 Budget Adoption (Tentative) |

*Note: Dates subject to change*

**Burbank Unified School District**
**Business Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Public Hearing Regarding Proposed Increase in Developer Fees |

---

**Background:**

Education Code section 17620 and Government Code section 65995 authorize school districts to levy statutory developer fees on residential and commercial/industrial construction to fund the construction and reconstruction of school facilities necessitated by new development.

In January 2026, the State Allocation Board approved a 4.06% biennial adjustment to the maximum statutory Level I developer fees, increasing the residential rate from $5.17 to **$5.38 per square foot** and the commercial/industrial rate from $0.84 to **$0.87 per square foot**.

The District contracted with King Consulting to prepare a Developer Fee Justification Study dated May 7, 2026. The Study supports the District's collection of the statutory Level I developer fee rates and was presented to the Board on June 25, 2026.

The Developer Fee Justification Study supports the following statutory Level I developer fees:

- $5.38 per square foot of assessable space for new residential construction;
- $0.87 per square foot of chargeable covered and enclosed space for new commercial/industrial construction, except mini-storage; and
- $0.12 per square foot of chargeable covered and enclosed space for mini-storage construction.

Notice of the public hearing was published in the *Burbank Leader* on July 25 and August 1, 2026. The Developer Fee Justification Study and related documents were made available for public review beginning July 27, 2026, in accordance with applicable legal requirements.

The public hearing provides interested parties an opportunity to provide oral or written comments regarding the proposed increase in statutory Level I developer fees. Board action to consider adoption of the proposed fees will be presented under a separate agenda item later in the meeting.

**Fiscal Impact:**

There is no fiscal impact associated with conducting the public hearing.

If subsequently adopted, the proposed fees would increase the residential developer fee by $0.21 per square foot and the commercial/industrial developer fee by $0.03 per square foot.

Based on the approximately 17.3 million square feet of future residential development projected in the Developer Fee Justification Study, the increased residential rate could generate approximately $3.64 million in additional developer fee revenue over the 20-year planning horizon, assuming the projected development occurs and is subject to the full fee. Actual revenues will vary based on the timing, type, and amount of development within the District.

Developer fee revenues are restricted for eligible school facility purposes consistent with applicable law.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees conduct the public hearing regarding the proposed increase in developer fees and receive public comments, as presented.

**BURBANK UNIFIED SCHOOL DISTRICT**

**NOTICE OF PUBLIC HEARING**

**NOTICE OF CONSIDERATION OF APPROVING AN INCREASE IN STATUTORY (LEVEL I) SCHOOL FEES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL CONSTRUCTION PURSUANT TO GOVERNMENT CODE SECTION 65995 AND EDUCATION CODE SECTION 17620**

**NOTICE IS HEREBY GIVEN** that the Board of Education ("Board") of the Burbank Unified School District ("School District"), at its regular Board meeting to be held in the District Office Boardroom, located at 1900 West Olive Avenue, 3rd Floor, Burbank, California, on Thursday, August 6, 2026, at approximately 7:00 p.m., or soon thereafter, will conduct a public hearing and consider approving an increase in statutory school fees ("Level I School Fees") that may be imposed on new residential and commercial/industrial construction located within the boundaries of the School District pursuant to Government Code Section 65995 and Education Code Section 17620.

Specifically, the Board will consider approving maximum Level I School Fees of $5.38 per square foot for assessable space of new residential construction and up to $0.87 per square foot of chargeable covered and enclosed space for categories of new commercial/industrial construction, except for mini-storage, which would be charged at $0.12 per square foot. The Developer Fee Justification Study supports these fee amounts.

A report entitled "Developer Fee Justification Study" was prepared pursuant to and in accordance with applicable law, and includes information and analysis demonstrating the relationship between new residential and commercial/industrial development and the School District's need for the construction, reconstruction, and modernization of school facilities, the estimated cost of the school facilities, and justification for the levy of Level I School Fees on new residential and commercial/industrial development.

The Developer Fee Justification Study and any related documents regarding the proposed adoption of the Level I School Fees will be available for public review commencing July 27, 2026 through August 6, 2026, during normal business hours at the School District's administrative office, located at 1900 West Olive Avenue, Burbank, California 91506. The documents will also be made available on the District's website.

If approved by the Board, the fees will become effective 60 days following adoption.

Questions and/or comments should be directed to Terri Ramirez-Adams at (818) 729-4473.

# Developer Fee Justification Study

## Burbank Unified School District

May 7, 2026

**Prepared for:**
**Burbank Unified School District**
1900 W. Olive Ave.
Burbank, CA 91506
818.729.4400

**Prepared by:**
**King Consulting**
2901 35th St.
Sacramento, CA 95817
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# EXECUTIVE SUMMARY

The Burbank Unified School District ("BUSD" or "the District") serves the City of Burbank, California. The District serves a total of 13,820 TK-12th grade students at eleven elementary schools, three middle schools, two comprehensive high schools, one continuation high school, and other programs such as independent study or special education placement programs.

In January 2026, the State Allocation Board's biennial inflation adjustment changed the fee to $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction. The following Developer Fee Justification Study demonstrates the District is justified in collecting the statutory Level I residential and statutory commercial/industrial fees on future development based on the following analysis:

- The District's total enrollment at its school sites in 2025-26 is 13,820 students;
- The City of Burbank's current Housing Element identifies a total of 8,772 new residential units to be constructed over the next twenty years;
- It is estimated that the weighted average square footage of new homes will be 1,974 square feet;
- Based on an analysis of District enrollments and housing units, each new residence will generate students at a rate of 0.294 TK-12th grade students per unit;
- The 8,772 new units are projected to generate 2,579 TK-12th grade students for the District to house;
- Many District facilities are over 25 years old and in need of construction or reconstruction to continue housing existing students and students generated by new development at the existing level of service over the next 20 years;
- It is fiscally more prudent to extend the useful life of an existing facility than to construct new facilities when possible;
    - The cost to modernize facilities is approximately 38.4% of the cost to construct new facilities;
    - The total estimated cost to reconstruct and/or modernize facilities for the students generated from new development is $144,186,732;
- Based on the cost of reconstructed school facilities, the impact equates to $8.33 per square foot of residential development;
- All categories of commercial/industrial development except for mini-storage create a modernization/reconstruction cost to the District of $5.08 per square foot;
- Mini-storage construction creates a cost of $0.12 per square foot;
- The District is justified to adopt statutory Level I Developer Fees, currently $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction, except for mini-storage which should be charged at $0.12 per square foot.

## DEVELOPER FEES: BACKGROUND

School districts are continually evaluating the condition of their capital facilities and identifying whether construction of new facilities and/or improvements to existing facilities are necessary to sufficiently house their student body. Districts may use various sources of funds for these capital facility projects, including Developer Fees, State program funds, redevelopment funds, certificates of participation, sale of capital assets, and mitigation measures. In September 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986), which granted school district governing boards the authority to impose developer fees. This authority is codified in Education Code Section 17620, et seq. which states in part "...the governing board of any school district is authorized to levy a fee, charge, dedication or other requirement against any construction within the boundaries of the district for the purpose of funding for the construction or reconstruction of school facilities."

School districts were provided a mechanism to assist in funding with the adoption of the Mitigation Fee Act (Government Code Section 66000 et seq.). This act governs the imposition of fees by a district as a condition of approval of a development project. In order to impose such a fee, a reasonable connection must exist between the new development and the construction and/or improvement of school facilities for which the fees are to be assessed.

Level I fees (also known as statutory fees) are adjusted every two years according to the inflation rate for Class B construction as determined by the State Allocation Board. With the passage of SB50 in 1998, a cap was placed on the amount that could be charged under the Level I fee calculation. The law allowed for adjustments of the cap as noted in Government Code Section 65995(b)(3), which specifies in part that "…fees shall be increased every two years, according to the adjustment for inflation set forth in the statewide cost index for Class B Construction, as determined by the State Allocation Board at its January meeting, which increase shall be effective as of the date of that meeting."

Level II developer fees are outlined in Government Code Section 65995.5 and allow a school district to impose a higher fee on residential construction only if certain conditions can be met and a study conducted to provide justification for the higher residential fee per square foot.

As of January 2026, Government Code Section 65995 authorizes school districts to collect Developer Fees on future development of no more than $5.38 per square foot for residential construction and $0.87 for commercial/industrial construction (Level I fees).

Over the last several years, the Legislature has introduced legislation governing the addition of living areas attached or detached from the primary single-family or multifamily dwelling unit (generally referred to Accessory Dwelling Units (ADUs), and Junior Accessory Dwelling Units (JADUs)). Whether these types of dwelling units are called casitas, granny flats, in-law units, accessory units, or converted living space, these constructed areas are intended to provide an area for living and sleeping – whether the facilities and provisions for living, sleeping, eating, cooking, and sanitation are within that living space or within (or adjacent to) the attached single-family or multifamily dwelling unit. The construction of ADUs and JADUs over 500 square feet qualifies as residential development that generates students, and the District will levy the appropriate fee rate for these types of project when permissible to the extent allowed by law.

The content of this Study will show that the Burbank Unified School District is justified in levying the statutory maximum Level I Developer Fee.

# LEGISLATIVE HISTORY

State legislation, specifically AB 2926 and AB 1600, provides guidelines, procedures, and restrictions on the levy of School Fees for school facilities. Certain provisions of this legislation and history are summarized below:

## AB 2926

AB 2926 was enacted by the State in 1986. Among other things, AB 2926 added various sections to the Government Code which authorize school districts to levy School Fees on new residential and commercial/industrial developments in order to pay for school facilities. In addition, AB 2926 provides for the following:

1. No city or county can issue a building permit for a development project unless such School Fees have been paid.
2. School Fees for commercial/industrial development must be supported by the finding that such School Fees "are reasonably related and limited to the needs for schools caused by the development."
3. School Fees for 1987 were limited to $1.50 per square foot on new residential construction and $0.25 per square foot for new commercial/industrial construction.
4. Every year, School Fees are subject to annual increases based on the Statewide cost index for Class B construction, as determined by the SAB at its January meeting (This provision was changed to every other year by AB181).

The provisions of AB 2926 have since been expanded and revised by AB 1600.

## AB 1600

AB 1600, which created Sections 66000 et seq. of the Government Code, was enacted by the State in 1987. AB 1600 requires that all public agencies satisfy the following requirements when establishing, increasing or imposing a fee as a condition of approval for a development project.

1. Determine the purpose of the fee.
2. Identify the facilities to which the fee will be put.
3. Determine that there is a reasonable relationship between the need for public facilities and the type of development on which a fee is imposed.
4. Determine that there is a reasonable relationship between the amount of the fee and the public facility or portion of the public facility attributable to the development on which the fee is imposed.
5. Provide an annual accounting of any portion of the fee remaining unexpended, whether committed or uncommitted, in the School District's accounts five or more years after it was collected.

In other words, AB 1600 limits the ability of a school district to levy School Fees unless (i) there is a need for the School Fee revenues generated and (ii) there is a nexus or relationship between the need for School Fee revenues and the type of development project on which the School Fee is imposed. (The requirements of AB 1600 were clarified with the passage in 2006 of AB 2751, which codifies the findings of Shapell Industries vs. Milpitas Unified School District.) The Study will provide information necessary to establish such a nexus between School Fees and residential development.

## AB 181

AB 181, enacted by the State in 1989, made significant changes in several State Codes, including Sections 53080 et seq. of the Government Code which was re-codified as Sections 17620 et seq. of the Education Code on January 1, 1998. Changes in Section 53080 included additional requirements and procedures for imposing School Fees and other conditions on new development. Specifically, AB 181 imposes more stringent nexus requirements on school districts that wish to levy School Fees on Commercial Industrial Development ("CID"), as follows:

1. In order to levy a School Fee on CID, a formal study must be conducted to determine the impact of "the increased number of employees anticipated to result" from new CID on the "cost of providing school facilities within the School District".
2. Only that portion of the School Fee justified by the "nexus findings" contained in this study may be levied. Nexus findings must be made on an individual project basis or on the basis of categories of CID and must "utilize employee generation estimates that are based on commercial/industrial factors within the school district."
3. Categories to be evaluated may include, but are not limited to, office, retail, transportation, communications and utilities, light industrial, heavy industrial, research and development, and warehouse uses.
4. Starting in 1990, maximum School Fees for residential and CID will be subject to increases every two (2) years rather than annually.
5. An appeals procedure shall be established whereby the levy of School Fees on a commercial/industrial project may be appealed to the governing board of a school district. Grounds for an appeal must include, but are not limited to, improper project classification by commercial/industrial category, or the application of improper or inaccurate employee or student generation factors to the project.

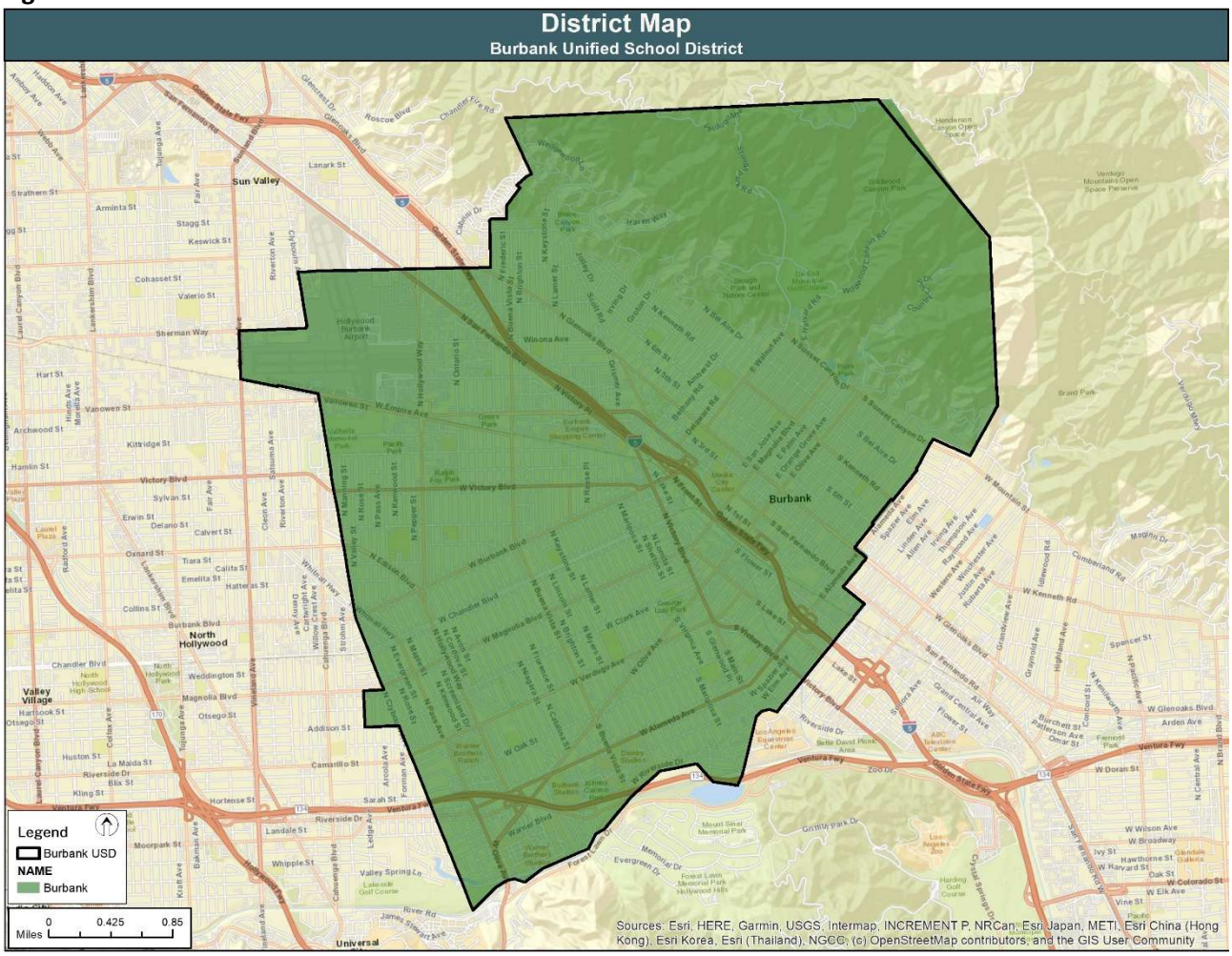
In summary, AB 181 establishes additional requirements which must be satisfied by school districts prior to their levying School Fees on CID.

# DEVELOPER FEE JUSTIFICATION: RESIDENTIAL DEVELOPMENT

## Burbank Unified School District

Burbank Unified School District ("BUSD" or "the District") serves the City of Burbank, California. The District serves a total of 13,820 TK-12th grade students at eleven elementary schools, three middle schools, two comprehensive high schools, one continuation high school, and other programs such as independent study or special education placement programs. Figure 1 provides the location of the District's boundaries.

**Figure 1. Burbank Unified School District Boundaries**




## Projected Residential Development

Residential development generates students for the District to house in facilities, new and/or renovated. Therefore, it is imperative to research residential development to project growth and associated student generation within the District. The City of Burbank's current Housing Element identifies 8,772 units that are allocated and could be built under current zoning by 2029. This total was used as a conservative estimate for units that may more realistically be constructed within the District over the next 20 years (rather than by 2029) for the purposes of developer fee justification calculations, and the City of Burbank was informed of this methodology. There are currently at least 2,116 units in specific project applications within the City of Burbank, representing almost one quarter of the Housing Element goal already approved

or under review. Assuming this represents units that might be built within five years, and that this pace of development will continue, this places the City's Housing Element goals in line with real world development trends over a 20-year timeframe.

## Student Generation Rates

The average number of students generated by each housing unit provides a student generation rate or "yield factor". The number of students generated from new housing units within the District's boundaries was assessed for the District by comparing the total number of occupied housing units within the District provided by the 2024 American Community Survey (ACS) 5-Year Estimates to the 2025-26 BUSD student list to calculate the number of students within the District, for a student generation rate of 0.294. This student generation rate can then be applied to the projected housing units to determine the new students entering the District. These calculations are shown in Table 1.

**Table 1. Student Generation Rates and Students Generated**

| Total Occupied Housing Units ACS 2024 | 2025-26 Students | Student Generation Rate | Projected Units Within the District | Expected Students Generated |
|---|---|---|---|---|
| 46,928 | 13,820 | 0.294 | 8,772 | **2,579** |

## Projected School Facilities Needs

While the District's recalculated State classroom capacity of 18,163 students is sufficient to house its current enrollment of 13,820 students and the students from Table 1 who are anticipated to be generated by new residential development, the generation of new students from residential development will add to BUSD's need to modernize and/or reconstruct facilities to maintain the existing level of service for all future students, including students generated by new development. Only with regular modernization/ reconstruction can the District maintain facilities to their current quality to ensure they can still be effectively used to house students over the next 20 years. Without the ongoing modernization/ reconstruction of its existing facilities to maintain the existing level of service, some BUSD school facilities may not be available over the next 20 years to house students in the future. But for the students generated by new residential development, the District would not need to maintain as many facilities at the existing level of service.

BUSD's Board-approved 2023 Facilities Master Plan identifies numerous modernization and/or reconstruction projects across the District's school sites along with their costs. Among the work identified are interior modernization, HVAC upgrades, site improvements, building envelope upgrades, utility services, classroom technology infrastructure, equitable access upgrades, and enhanced support services. All project costs were estimated at approximately $1.5 billion. Even after applying $458.2 million in Measure ABC bond funding, this results in a shortfall of more than $1.04 billion. The collection of developer fees is a crucial component in closing this shortfall to be able to perform more of the identified current projects that will enable the District to maintain the existing level of service for all students, including students who will be generated by future residential development.

To calculate the reconstruction needs generated by students from new development, the District must analyze the number of new units to be constructed, the square footage of those units, and, utilizing the student generation rate, the number of students to be generated by those developments. Once this

analysis is completed, the per pupil cost to house those students can be calculated based on the cost to modernize facilities. Average square footage was determined by reviewing single-family and multi-family homes constructed between 2011 and 2025 throughout the District. Square footage of single-family homes was sourced from a real estate database (CoreLogic RealQuest), while square footage for multi-family units was sourced from online listings for the units. The combined analysis featured 1,391 units and resulted in an average size of 1,974 square feet per home. This average is multiplied by the projected number of homes that could be built to determine a total projected square footage. This calculation is shown in Table 2.

**Table 2. Housing Units and Calculation of Weighted Square Footage**

| Total Projected Housing Units | Average Square Footage | Total Projected Square Footage |
|---|---|---|
| 8,772 | 1,974 | **17,315,928** |

## New Construction Cost vs. Modernization/Reconstruction

The justification used in this study is based on a per-student cost for the modernization of school facilities. To obtain this cost, it is first necessary to estimate a per-student new construction cost, and adjust this cost based on State School Facility Program (SFP) grant amounts for both new construction and modernization. The cost per student to construct new school facilities within the Burbank Unified School District is $145,594 as shown in Table 3. Construction costs were provided by Van Pelt Construction Services based on records of past and present projects in recent new construction school projects in the Southern California region (Appendix A).

The costs are based on regional projects throughout urban and suburban school districts in Southern California who completed projects in 2024 and 2025. Escalation from the baseline years was determined by referencing ENR regional construction cost indices to determine an appropriate annual escalation factor to be applied to known costs from 2024 and 2025. It should be noted that these estimated construction costs are only escalated through the current year, and that future construction will likely be more expensive, making this a conservative estimate for the purpose of justifying the implementation of developer fees. Specific construction costs can vary widely depending on numerous project-specific variables, but these estimates provide a quantitative high-level estimate based on numerous recent projects in the region.

The cost to modernize facilities is 38.4% of new construction costs. This percentage is based on the comparison of the per pupil grant for the State School Facility Program modernization program and the State per pupil new construction grant. When analyzing the cost to construct new facilities, the State provides $16,411 per TK-6 pupil and $6,249 to modernize facilities. For 7-8 pupils, the State provides $17,358 for new construction and $6,608 for modernization/reconstruction. Finally, for 9-12 pupils, the State provides $22,086 per 9-12 pupil and $8,653 to modernize facilities. The average of the modernization/reconstruction grants is 38.4% of the new construction grants. Appendix B details the School Facility Program per pupil grant amounts.

**Table 3. Cost per Student for New Construction**

| Grade Level | New Construction Cost per Student |
|---|---|
| TK-5 | $127,498 |
| 6-8 | $155,001 |
| 9-12 | $170,208 |
| **Weighted Average ($127,498*7)+($155,001*3)+($170,208*4))/14** | **$145,594** |

Since the new construction cost per student is $145,594, the modernization/reconstruction cost per student for the Burbank Unified School District is 38.4% of this value, or $55,908.

This modernization/reconstruction cost per student is multiplied by the total students generated from Table 1 to determine the District's total modernization/reconstruction need (Table 4). Dividing the total modernization/reconstruction need by the total projected square footage in Table 2 provides the modernization/reconstruction facilities cost per square foot (Table 5).

**Table 4. District Total Modernization/Reconstruction Need**

| Modernization/Reconstruction Cost per Student | Total Students Generated | Total Modernization/Reconstruction Need |
|---|---|---|
| $55,908 | 2,579 | **$144,186,732** |

**Table 5. District Modernization/Reconstruction Facilities Cost per Square Foot**

| Total Modernization/Reconstruction Need | Total Projected Square Footage | Facilities Cost per Square Foot |
|---|---|---|
| $144,186,732 | 17,315,928 | **$8.33** |

The Burbank Unified School District is justified in collecting residential developer fees at a rate of $8.33 that exceeds the current statutory Level I fee of $5.38. Therefore, the District is justified to collect the full amount of the statutory fee per square foot of new residential construction.

# DEVELOPER FEE JUSTIFICATION: COMMERCIAL/INDUSTRIAL PROJECTS

California Assembly Bill 181 provides that a district "must determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the district. For the purposes of making this determination, the study shall utilize employee generation estimates that are based on commercial and industrial factors within the district, as calculated on either an individual project or categorical basis". However, Assembly Bill 530 modified the requirements of AB 181 by allowing the use of a set of statewide employee generation factors. These factors are identified in the San Diego Association of Governments report, "San Diego Traffic Generators". This study has become the standard in the industry for the calculation of the commercial/industrial fees.

## Senior Housing

Certain types of housing dedicated for occupancy by senior citizens may not be subject to the full residential fee because it would not house student age residents. Pursuant to state law, it would generally be subject to the maximum fee for commercial development projects, based on its indirect contribution to student generation. Individual projects applying for such special treatment should be evaluated by the District on a case-by-case basis to ensure that the units will be permanently dedicated for use by seniors.

## Commercial/Industrial Development Fee Calculations

The construction of commercial/industrial buildings within a community generates new employees and, therefore, new residents for a school district. The link between creating new jobs and student enrollment has been acknowledged by the State Allocation Board and in statute. The Legislature has also determined that if there is more impact than can be mitigated by residential fees, and some of this impact is caused by commercial/industrial development, then commercial/industrial development can also be charged fees. As shown above, the District is justified to collect a higher residential fee than the current statutory level.

To determine the impact of commercial/industrial development, several factors must be analyzed to calculate the modernization/reconstruction cost per square foot of this development. Assembly Bill 530 allows for the use of state-wide employee generation factors, specifically those derived from a report entitled San Diego Traffic Generators published by the San Diego Association of Governments in 1990. This report demonstrates the number of employees generated per square foot of commercial/industrial development, by category. Table 6 displays these categories and the number of employees generated for each square foot of space. An average employees/square foot value is then determined for BUSD based on these categories.

**Table 6. Commercial/Industrial Employee Generation Factors**

| Development Category | Employees/Square Foot |
|---|---|
| Agriculture | 0.00031 |
| Banks | 0.00282 |
| Commercial Offices | 0.00478 |
| Community Shopping Centers | 0.00109 |
| Corporate Offices | 0.00268 |
| Industrial Parks | 0.00168 |
| Industrial/Business Parks | 0.00221 |
| Lodging | 0.00155 |
| Medical Offices | 0.00427 |
| Neighborhood Shopping Centers | 0.00362 |
| Scientific R&D | 0.00304 |
| **Average** | **0.00255** |

Additional data is used to determine the base school facility impact incurred to the District by commercial/industrial development. As shown in Table 7, the calculations also consider the percent of employees in the District who also live in the District, the number of households per employee, the students generated per household, and the modernization/reconstruction cost for each student. Data for percent of employees living in the District and households per employee are sourced from The United States Census Bureau's 2024 American Community Survey 5-Year Estimates. The number of students generated per household was previously shown in Table 1, while the modernization/reconstruction cost per student was shown in Table 4.

**Table 7. Commercial/Industrial Base Cost per Square Foot (Except Mini-Storage)**

| Employees/ Square Foot | % Employees Living in District | Households per Employee | TK-12 Students per Household | Modernization Reconstruction Cost per Student | Commercial/Industrial Cost per Square Foot |
|---|---|---|---|---|---|
| 0.00255 | 42.3% | 0.810 | 0.294 | $55,908 | **$14.36** |

It is important to note the mini-storage category of commercial development as an exception to the rates in Table 6. This type of development has a much lower impact than all other categories of commercial/industrial development, with only 0.00006 employees generated per square foot. Table 8 demonstrates the base cost per square foot for mini-storage development only.

**Table 8. Mini-Storage Base Cost per Square Foot**

| Employees/ Square Foot | % Employees Living in District | Households per Employee | TK-12 Students per Household | Modernization Reconstruction Cost per Student | Commercial/Industrial Cost per Square Foot |
|---|---|---|---|---|---|
| 0.00006 | 42.3% | 0.810 | 0.294 | $55,908 | **$0.34** |

Having calculated the base costs per square foot for commercial/industrial development, a residential fee offset must be applied to account for the residential fee revenues the District will collect from homes associated with the employees generated by new commercial/industrial development. It is important to note that while this offset assumes all homes associated with new employees are new homes, in reality some of the new employees will live in existing homes. For the purpose of calculating the residential fee offset, it is estimated the District will collect the full statutory residential fee of $5.38 per square foot. The weighted average square footage for a new home in the District was previously shown in Table 2. Table 9 shows the calculations for the residential fee offset for all commercial/industrial development except mini-storage, while Table 10 shows the calculation for mini-storage development.

**Table 9. Commercial/Industrial Residential Fee Offset (Except Mini-Storage)**

| Employees/Square Foot | % Employees Living in District | Households per Employee | Average Square Feet/ Household | Revenue per sq. ft. from Residential Fee | Residential Offset |
|---|---|---|---|---|---|
| 0.00255 | 42.3% | 0.810 | 1,974 | $5.38 | **$9.28** |

**Table 10. Mini-Storage Residential Fee Offset**

| Employees/Square Foot | % Employees Living in District | Households per Employee | Average Square Feet/ Household | Revenue per sq. ft. from Residential Fee | Residential Offset |
|---|---|---|---|---|---|
| 0.00006 | 42.3% | 0.810 | 1,974 | $5.38 | **$0.22** |

By subtracting the residential fee offset from the base commercial/industrial costs per square foot, the final school facility cost, which takes into account linked residential revenue, is determined. Table 11 shows the final commercial/industrial costs per square foot.

**Table 11. Commercial/Industrial Final Costs per Square Foot**

| Development Type | Base Cost per Square Foot | Residential Offset | Final Cost per Square Foot |
|---|---|---|---|
| Mini-Storage | $0.34 | $0.22 | **$0.12** |
| All Other Commercial/Industrial | $14.36 | $9.28 | **$5.08** |

The Burbank Unified School District is therefore justified in collecting commercial/industrial developer fees at a rate $5.08 that exceeds the current statutory Level I fee $0.87, with the exception of mini-storage development, which is justified at a lower amount. Therefore, the District is justified to collect the full amount of the statutory $0.87 fee per square foot of new commercial/industrial construction, except for mini-storage, which should be collected at $0.12 per square foot.

# SUMMARY AND FINDINGS

This study finds that the Burbank Unified School District is justified in the collection of the statutory developer fees per square foot of both residential and commercial/industrial construction. The District should move forward with adopting the new fees. This requires the District to follow the appropriate notices for a public hearing and meeting all noticing requirements.

This justification is based on the following conclusions of the study:

- While the District currently has capacity to house its students, there remains a need to modernize its school facilities to continue housing new students who are generated from new development at the existing level of service;
    - Modernization/reconstruction costs are 38.4% of new construction costs;
- Residential development will generate 0.294 TK-12$^{th}$ grade students per unit for the District to house;
    - The District's modernization/reconstruction cost for students generated from residential development is $8.33 per square foot;
- Commercial/Industrial calculations also indicate a cost to house pupils that would be generated from local housing as a result of residents moving into the District;
    - This modernization/reconstruction cost for students generated from commercial/industrial development is $5.08 per square foot, except for mini-storage development which is $0.12 per square foot;
- The District meets the criteria to impose the statutory developer fee.

Due to these factors, the District should proceed with adopting the statutory Level I Developer Fees, currently $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction, except for mini-storage which is charged at $0.12 per square foot.

# ADMINISTRATION OF THE FEES

## Administrative Requirements

The District must maintain a special account for the developer fees collected and any interest which accrues from the fees collected.

## Reporting Requirements

Government Code sections 66006 and 66001 require, annually within 180 days of the end of each fiscal year, that the District make available to the public certain information and adopt prescribed findings relative to Developer Fees adopted pursuant to Education Code section 17620 and Government Code section 65995.

For the fifth fiscal year following the first deposit into the fund, and every five years thereafter, the District is required to make additional findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted.

This accounting will identify a description of the fee and its amount as well as a beginning and ending fund balance. Also, in the report will be the portion of the collected funds that have been expended, those remaining funds, and the purpose to which those have been and will be put to use. The report must also identify the approximate date upon which a school district anticipates receiving adequate revenue to complete any improvements required as a result of students generated from residential or commercial construction projects.

## Government Code Section 66001 (a) (1): Purpose of Fees

The purpose of the fee is school facility construction and reconstruction to help the District continue to provide school facilities to all pupils, current and new, over the next 20 years by continuing to reconstruct or modernize the existing facilities to maintain the existing level of service for all students.

## Government Code Section 66001 (a) (2): Use of Fees

The District's use of the fee will involve construction and/or reconstruction of school facilities and/or additional permanent facilities on existing school campuses, including but not limited to the types of projects included in this Study and the District's Master Facility List. In addition, the District may need to purchase or lease portable classrooms to use for interim housing while permanent facilities are being constructed. Revenue from fees collected on residential and commercial/industrial development may be used to pay for any of the following:

1. Design of School Facilities;
2. Purchase of land for School Facilities;
3. Construction or reconstruction of school facilities including both classroom and instructional spaces, and ancillary supporting facilities;
4. Testing and inspection of school sites and school buildings and permit and plan check fees;
5. Interim school facilities to house students generated by new development while permanent facilities are being constructed;
6. Legal and administrative costs associated with providing facilities to students generated by new development;
7. Administration of the collection of developer fees;

8. Miscellaneous purposes resulting from student enrollment growth caused by new residential development; and
9. Any other use permitted by law.

## Government Code Section 66001 (a) (3): Reasonable Relationship between the Fee's Use and the Type of Development Project on which the Fee is Imposed

Future residential development will cause new families to move into the District and, consequently, generate additional students in the District. In order to continue providing facilities at the existing level of service for future students, the District will need to modernize and/or reconstruct facilities. The fee's use is therefore reasonably related to the type of project upon which it is imposed.

In addition, new commercial/industrial development will cause new workers to move into the District. Because these workers will have school-age children, the District will need to provide facilities for these students. The fee's use is reasonably related to the type of project upon which it is imposed.

### Fees on Residential Reconstruction

Residential Reconstruction consists of voluntarily demolishing existing residential units and replacing them with new residential development. To the extent reconstruction increases the residential square footage beyond what was demolished, the increase in square footage is subject to the applicable developer fees as such construction is considered new residential development. As for the amount of square footage constructed that replaces only the previously constructed square footage the determination of the applicable fee, if any, is subject to a showing that the replacement square footage results in an increase in student enrollment and, therefore, an additional impact being placed on the School District to provide facilities for new student enrollment. Prior to the imposition of fees on Replacement Square Footage, the School District shall undertake an analysis on any future proposed projects(s) to examine the extent to which an increase in enrollment can be expected from Replacement Square Footage due to any differential in SGRs as identified in the Study for the applicable unit types between existing square footage and Replacement Square Footage. Any such fee that is calculated for the Replacement Square Footage shall not exceed the School Fee that is in effect at such time.

### Reconstruction of Commercial/Industrial Square Footage

The voluntary demolition of existing commercial/industrial buildings and replacement with new residential development is a different category of Reconstruction. The School District will evaluate the impacts of Commercial/Industrial Reconstruction projects on a case-by-case basis and will make a determination of whether a fee credit is justified based on the nature of the project.

## Government Code Section 66001 (a) (4): Reasonable Relationship Between the Need for the Public Facility and the Type of Project Upon Which the Fee is Imposed

As demonstrated in this Study, current District school facilities require renovation/reconstruction to continue providing the existing level of service for the next 20 years. Existing residents and residents from new development, both residential and commercial/industrial, should share in these costs. Therefore, the need for adequate school facilities is directly related to the new residential and commercial/industrial development projects upon which the fee is imposed.

### Government Code Section 66001 (b): Reasonable Relationship Between the Amount of the Fee and the Cost of the Public Facility

The State School Facility Program provides a reference for the relative cost of modernization/reconstruction projects to new construction. This report demonstrates the cost per student for new construction projects, and by using the School Facility Program grant amounts for reference, the cost per student for modernization/reconstruction projects that will need to be undertaken to ensure the District can continue to provide school facilities at the existing level of service for all future students. This report also demonstrates that the cost impact to the District per square foot of development, whether residential or commercial/industrial, is greater than the statutory developer fees to be collected.

## REVENUE SOURCES/FUNDING FACILITIES

The District may also utilize other sources of funding for modernizing and/or reconstructing school facilities. These funding sources include:

### State School Facility Program

Senate Bill 50 reformed the State School Building Lease-Purchase Program in August, 1998. The new program, entitled the School Facility Program, provides funding under a "grant" program once a school district establishes eligibility. Funding required from districts is a 50/50 match for new construction projects and a 60/40 match for modernization/reconstruction projects. While there is generally a shortfall between State funding and the District's actual facility needs, the State monies aid in assisting the District in its facility needs.

### General Obligation Bonds

School districts can, with the approval of 2/3 or 55% of voters, issue General Obligation Bonds which are paid out of property taxes.

The Burbank Unified School District was most recently successful in passing Measure ABC in November 2024, which authorized $458.2 million in bonds "To improve the quality of education; make health, safety and security improvements; construct, modernize, and renovate classrooms, restrooms and school facilities; upgrade outdated electrical, plumbing, HVAC, and sewer infrastructure; and replace leaky roofs." As of 2026 all bond funds have been exhausted or encumbered for currently planned/approved projects.

### Parcel Taxes

Approval by 2/3 of the voters is required to impose taxes that are not based on the assessed value of individual parcels. The revenues from these taxes are usually minor. Parcel taxes are typically not used for capital outlay. Instead, revenue from such programs is generally used to fund curriculum, instructional enhancements, and other non-facility related expenditures.

### Mello-Roos Community Facilities Districts

This alternative uses a tax on property owners within a defined area to pay long-term bonds issued for specific public improvements. Mello-Roos taxes require approval from 2/3 of the voters in an election.

# RECOMMENDATIONS

This report recommends that the Burbank Unified School District levy the maximum statutory fee authorized by Government Code Section 65995 on new residential development, currently $5.38 per square foot. This report also recommends that the Burbank Unified School District levy the maximum statutory fee authorized by Government Code Section 65995 currently $0.87 per square foot on all categories of commercial/industrial development (except mini-storage).

These recommendations are based on the findings that residential and commercial/industrial development create a school facility cost for the Burbank Unified School District.

## SOURCES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# APPENDIX A

# CONSTRUCTION COSTS

October 10, 2025

RE: Estimated Construction Costs
Subject: Per-Student Costs at Burbank Unified School District

To Whom It May Concern,

We have reviewed our records of past and present projects that involve recent new school construction within the region. Using a formula based on escalation from projects in previous years, our estimate for the Burbank Unified School District is as follows:

## NORTHERN CALIFORNIA REGION

Estimated Construction Costs

| School Type | Capacity | Construction Cost per Student | Total Construction Cost |
|---|---|---|---|
| Elementary School | 600 | $127,498 | $76,498,800 |
| Middle School | 1,000 | $155,001 | $155,001,000 |
| High School | 2,000 | $170,208 | $340,416,000 |

These costs assume a reasonably flat site with access to utilities consistent with an urban or residential area. Costs exclude site acquisition. These figures are intended for use in establishing developer fee justifications and estimating State eligibility; they are not intended as project-specific budgets.

Thank you,



Kelli Jurgenson
Vice President
VPCS

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# APPENDIX B

# PER PUPIL GRANT AMOUNTS

ATTACHMENT B

**ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS**

State Allocation Board Meeting, January 28, 2026

Grant Amount Adjustments

| New Construction | SFP Regulation Section | Adjusted Grant Per Pupil Effective 1-1-25 | Adjusted Grant Per Pupil Effective 1-1-26 |
|---|---|---|---|
| Elementary | 1859.71 | $15,847 | $16,411 |
| Middle | 1859.71 | $16,761 | $17,358 |
| High | 1859.71 | $21,327 | $22,086 |
| Special Day Class – Severe | 1859.71.1 | $44,531 | $46,116 |
| Special Day Class – Non-Severe | 1859.71.1 | $29,782 | $30,842 |
| Automatic Fire Detection/Alarm System – Elementary | 1859.71.2 | $19 | $20 |
| Automatic Fire Detection/Alarm System – Middle | 1859.71.2 | $25 | $26 |
| Automatic Fire Detection/Alarm System – High | 1859.71.2 | $42 | $43 |
| Automatic Fire Detection/Alarm System – Special Day Class – Severe | 1859.71.2 | $79 | $82 |
| Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe | 1859.71.2 | $56 | $58 |
| Automatic Sprinkler System – Elementary | 1859.71.2 | $265 | $274 |
| Automatic Sprinkler System – Middle | 1859.71.2 | $317 | $328 |
| Automatic Sprinkler System – High | 1859.71.2 | $329 | $341 |
| Automatic Sprinkler System – Special Day Class – Severe | 1859.71.2 | $839 | $869 |
| Automatic Sprinkler System – Special Day Class – Non-Severe | 1859.71.2 | $562 | $582 |

ATTACHMENT B

**ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS**

State Allocation Board Meeting, January 28, 2026

Grant Amount Adjustments

| Modernization | SFP Regulation Section | Adjusted Grant Per Pupil Effective 1-1-25 | Adjusted Grant Per Pupil Effective 1-1-26 |
|---|---|---|---|
| Elementary | 1859.78 | $6,034 | $6,249 |
| Middle | 1859.78 | $6,381 | $6,608 |
| High | 1859.78 | $8,356 | $8,653 |
| Special Day Class - Severe | 1859.78.3 | $19,232 | $19,917 |
| Special Day Class – Non-Severe | 1859.78.3 | $12,867 | $13,325 |
| State Special School – Severe | 1859.78.3 | $32,056 | $33,197 |
| Automatic Fire Detection/Alarm System – Elementary | 1859.78.4 | $196 | $203 |
| Automatic Fire Detection/Alarm System – Middle | 1859.78.4 | $196 | $203 |
| Automatic Fire Detection/Alarm System – High | 1859.78.4 | $196 | $203 |
| Automatic Fire Detection/Alarm System – Special Day Class – Severe | 1859.78.4 | $540 | $559 |
| Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe | 1859.78.4 | $362 | $375 |
| Over 50 Years Old – Elementary | 1859.78.6 | $8,383 | $8,681 |
| Over 50 Years Old – Middle | 1859.78.6 | $8,866 | $9,182 |
| Over 50 Years Old – High | 1859.78.6 | $11,606 | $12,019 |
| Over 50 Years Old – Special Day Class – Severe | 1859.78.6 | $26,720 | $27,671 |
| Over 50 Years Old – Special Day Class – Non-Severe | 1859.78.6 | $17,866 | $18,502 |
| Over 50 Years Old – State Special Day School – Severe | 1859.78.3 | $44,530 | $46,115 |

**Burbank Unified School District**
**Business Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| SUBMITTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Adoption of Resolution 1-27 Increasing Developer Fees |

---

**Background:**

Education Code section 17620 and Government Code section 65995 authorize school districts to levy statutory developer fees on residential and commercial/industrial construction to support school facility needs resulting from new development.

Following the public hearing, the Board is being asked to consider adoption of Resolution No.1-27 approving the Developer Fee Justification Study and increasing the District's statutory Level I developer fees to $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction, except mini-storage, which will be assessed at $0.12 per square foot. The revised fees will become effective October 5, 2026.

**Fiscal Impact:**

The residential developer fee will increase from $5.17 to $5.38 per square foot, an increase of approximately 4.06%, and the commercial/industrial fee will increase from $0.84 to $0.87 per square foot, an increase of approximately 3.57%.

Based on projected future residential development identified in the Developer Fee Justification Study, the residential fee increase could generate approximately $3.64 million in additional developer fee revenue over the Study's 20-year planning horizon. Actual revenue will depend on the timing and amount of future development.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees adopt Resolution No. 1-27 Increasing Developer Fees, as presented.

**RESOLUTION NO. 1-27**

**RESOLUTION INCREASING STATUTORY (LEVEL I) DEVELOPER FEES**

---

**WHEREAS,** Education Code section 17620 authorizes school districts to levy a fee, charge, dedication, or other requirement against construction within their boundaries for the purpose of funding the construction or reconstruction of school facilities, subject to limitations set forth in Chapter 4.9 (commencing with Section 65995) of Division 1 of Title 7 of the Government Code; and

**WHEREAS,** Government Code section 65995 authorizes the Burbank Unified School District ("District") to levy statutory Level I developer fees for residential and commercial/industrial development, subject to the limits established by law and adjusted by the State Allocation Board; and

**WHEREAS,** the State Allocation Board's January 2026 biennial inflation adjustment established the current statutory Level I fees at $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction; and

**WHEREAS,** the governing board ("Board") of the District caused a study to be prepared by King Consulting entitled Developer Fee Justification Study, dated May 7, 2026 ("Study"), which identifies the purpose and use of the fees, establishes the reasonable relationship between the fees and the types of development on which the fees will be imposed, and documents the cost of school facilities made necessary by development within the District; and

**WHEREAS,** the Study supports the District's collection of the statutory Level I developer fees of $5.38 per square foot for residential construction and $0.87 per square foot for commercial/industrial construction, except for mini-storage, which is justified at $0.12 per square foot; and

**WHEREAS,** based upon the increased level of fees permitted by the State Allocation Board pursuant to Government Code section 65995, and based on the findings and recommendations in the Study, the District may levy the following fees:

1. $5.38 per square foot of assessable space for new residential construction;
2. $0.87 per square foot of chargeable covered and enclosed space for new commercial/industrial construction, except mini-storage; and
3. $0.12 per square foot of chargeable covered and enclosed space for mini-storage construction; and

**WHEREAS,** Education Code section 17621 provides that the adoption, increase, or imposition of any fee, charge, dedication, or other requirement pursuant to Education Code section 17620 is not subject to the California Environmental Quality Act ("CEQA") (Public Resources Code section 21000 et seq.); and

**WHEREAS,** the District made the Study and related materials available to the public at least 10 days prior to the August 6, 2026 public hearing, commencing July 27, 2026, at the District's administrative office and on the District's website; and

**WHEREAS,** notice of the time and place of the public hearing, including a general explanation of the matter to be considered, was published on July 25, 2026, and August 1, 2026, in accordance with Government Code sections 66018 and 6062a; and

**WHEREAS,** prior to the adoption of this Resolution, the Board conducted a public hearing as part of its regularly scheduled August 6, 2026 Board meeting, at which oral and written presentations were made and considered.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board makes the following findings:

1. The foregoing recitals are true and correct.
2. The Board incorporates by reference, approves, and adopts the Study.
3. The purpose of the fees is to provide funding for the construction, reconstruction, and modernization of school facilities needed to house students generated by residential and commercial/industrial development in the District.
4. The fees will be used to finance the construction, reconstruction, modernization, repair, and improvement of school facilities, including related planning, design, administrative, legal, and other costs permitted by law.
5. There is a reasonable relationship between the use of the fees and the type of development on which the fees are imposed because residential and commercial/industrial development will generate students who will attend District schools and create a need for school facilities.
6. There is a reasonable relationship between the need for school facilities and the type of development on which the fees are imposed because the development subject to the fees will contribute to the District's need to construct, reconstruct, and modernize school facilities.
7. There is a reasonable relationship between the amount of the fees and the cost of school facilities attributable to the development on which the fees are imposed because the Study demonstrates that the school facility cost impacts exceed the statutory Level I fee rates for residential and commercial/industrial construction, except that mini-storage is justified at $0.12 per square foot.
8. The District maintains a separate capital facilities account or fund as required by Government Code section 66006.
9. The increase in developer fees adopted by this Resolution is statutorily exempt from CEQA pursuant to Education Code section 17621.

**AND BE IT FURTHER RESOLVED,** that the District hereby adopts and imposes the following statutory Level I developer fees:

1. $5.38 per square foot of assessable space for new residential construction;
2. $0.87 per square foot of chargeable covered and enclosed space for new commercial/industrial construction, except mini-storage; and
3. $0.12 per square foot of chargeable covered and enclosed space for mini-storage construction; and

**AND BE IT FURTHER RESOLVED,** that the increase in fees shall take effect no sooner than sixty (60) days following final Board action on the adoption or increase of the fees. The District elects to place the fees in effect on October 5, 2026.

**AND BE IT FURTHER RESOLVED,** that the Superintendent of the District, or designee, shall give notice of the Board's action to each city and county in which the District is situated, with all relevant supporting documentation and a map clearly indicating the boundaries of the area subject to the fees, pursuant to Education Code section 17621.

**AND BE IT FURTHER RESOLVED,** that the Superintendent of the District, or designee, is authorized to notify the applicable city and county agencies that, on and after the effective date, no building permits (or, for manufactured homes and mobilehomes, certificates of occupancy) shall be issued without certification from the District that the applicable fee has been paid or that the fee does not apply. Said notice shall specify that collection of the fees is not subject to the restriction set forth in Government Code section 66007, subdivision (a), and that the fees are to be collected prior to the issuance of building permits, pursuant to Government Code section 66007, subdivision (b).

**AND BE IT FURTHER RESOLVED,** that developers of commercial or industrial development shall be provided the opportunity for a hearing to appeal the imposition of the fee on their developments.

**AND BE IT FURTHER RESOLVED,** that nothing in this Resolution shall be construed to affect the District's authority to increase the fee, enter into agreements with developers, or otherwise adopt, impose, or collect any additional fees, mitigation amounts, or other obligations permitted by law to mitigate the impact of residential and/or commercial/industrial development upon the District's school facilities.

**AND BE IT FURTHER RESOLVED,** that District administration is authorized to make expenditures and incur obligations of the fees for purposes authorized by law.

**AND BE IT FURTHER RESOLVED,** that this Board hereby adopts this Resolution and directs the Superintendent, or designee, to file a certified copy of this Resolution, together with all relevant supporting documentation and a map clearly indicating the boundaries of the area subject to the fee, with each city and county in which the District is situated, pursuant to Education Code section 17621.

**PASSED AND ADOPTED** this 6th day of August, 2026, by the following vote:

**BURBANK UNIFIED SCHOOL DISTRICT**
**BOARD OF TRUSTEES**

_____
President, Board of Education

**AYES:** _____

**NOES:** _____

**ABSTAIN:** _____

**ABSENT:** _____

Attest:

By: _____
Clerk of the Board of Education

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with Christy White, Inc. for Annual Financial Audit Services |

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**Background:**

The Burbank Unified School District is completing the final year of its current agreement for independent auditing services and conducted a competitive Request for Proposal (RFP) process to select a firm to provide future annual financial auditing services.

Following evaluation of the proposals received, Christy White, Inc. was identified as the highest-ranked firm based on the criteria established in the RFP. The proposed agreement provides for independent financial auditing services beginning with the 2026–2027 fiscal year.

**Fiscal Impact:**

The total cost for the initial three-year period shall not exceed $313,126, funded through the General Fund.

| Fiscal Year | Annual Cost |
|---|---|
| **2026-27** | **$99,325** |
| **2027-28** | **$104,293** |
| **2028-29** | **$109,508** |

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with Christy White, Inc. for Annual Financial Audit Services, as presented.

July 10, 2026

Governing Board and Management
Burbank Unified School District
1900 West Olive Ave
Burbank, CA 91506

We are pleased to confirm our understanding of the services we are to provide for Burbank Unified School District for the fiscal years ending June 30, 2027, with the option to renew for fiscal years ending June 30, 2028, and 2029.

**Audit Scope**
We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Burbank Unified School District as of and for the fiscal years ending June 30, 2027, 2028, and 2029. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Burbank Unified School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Burbank Unified School District 's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in OPEB Liability and Related Ratios
4. Schedules of District's Proportionate Share of Net Pension Liability
5. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Burbank Unified School District 's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards (if Uniform Guidance applies*).
2. Other schedules and/or information as required by the State Controller's Office.

**A Federal Single Audit under Uniform Guidance is applicable in any year that Burbank Unified School District expends more than the Single Audit Threshold in Federal funds.*

348 Olive Street
San Diego, CA
92103
O: 619-270-8222
F: 619-260-9085
**christywhite.com**

**Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), if applicable.

- An opinion (or disclaimer of opinion) on the District's compliance with the types of compliance requirements described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting,* prescribed in Title 5, *California Code of Regulations,* section 19810.

**Auditor's Responsibilities**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance (if applicable), and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter.

**Audit Procedures – Internal Controls**

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance (if applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Burbank Unified School District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

When applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of Burbank Unified School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Burbank Unified School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Burbank Unified School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable); (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, when required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance (if applicable). You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance (if applicable); (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance (if applicable); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of Burbank Unified School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If issued, the Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

**Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide an electronic and up to ten copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. We will file the report with the Office of the State Controller, California Department of Education, and the Los Angeles County Office of Education by the published deadline. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

| | 2026-27 | 2027-28 | 2028-29 |
|---|---|---|---|
| Annual Audit Fees | $ 99,325 | $104,293 | $109,508 |
| Travel Costs* | $ 1,500 | $ 1,575 | $ 1,654 |

**Travel costs for attending in person committee or board meetings, will be billed at actual & reasonable costs.*

The annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the Burbank Unified School District during the period under this agreement, shall be in addition to the above fee. The ability to perform and complete the engagement consistent with the estimated fee included above depends upon the quality of the underlying accounting records and the timeliness of personnel in providing information and responding to requests. A failure to provide this information in an accurate and timely manner may result in an increase in fees and/or a delay in the completion of the engagement.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing and/or planning, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out of pocket costs through the date of termination.

**No Legal Services**
Burbank Unified School District acknowledges and agrees that Christy White, Inc does not provide legal services or licensed accounting services, and such licensed professional services are not included within the services which Christy White, Inc may provide under this Agreement. Burbank Unified School District agrees to consult a lawyer and/or licensed accountant if Burbank Unified School District seeks legal or accounting advice, and shall not rely on Christy White, Inc for such advice, consultation or services.

**Indemnification**
Burbank Unified School District shall indemnify Christy White, Inc and hold harmless its directors, officers, employees, and agents from and against any and all actions, claims, damages and losses, including attorney's fees that may arise out of or in any way result from the negligent or intentional acts, errors, or omissions of Burbank Unified School District. To the extent that Burbank Unified School District properly directs Christy White, Inc, and to the extent that Christy White, Inc fails to properly perform the Services, Christy White, Inc shall indemnify and hold Burbank Unified School District and its officers and employees harmless from and shall defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part, but only to the extent that they arise from Christy White, Inc's active negligence or express breach of its obligations under this Agreement. Nothing in this Agreement shall require Christy White, Inc to indemnify Burbank Unified School District against claims, demands or suits based upon intentional or negligent acts of Burbank Unified School District, its agents, officers or employees.

**Limitation of Liability**
To the fullest extent permitted by law, the total liability of Christy White, Inc, and its partners, employees, and agents, for any and all claims, losses, costs, or damages arising out of or relating to the services provided under this Agreement, whether in contract, tort (including negligence), or otherwise, shall not exceed the total fees paid to Christy White, Inc under this Agreement.

In no event shall Christy White, Inc be liable for any consequential, incidental, indirect, special, or punitive damages, including but not limited to loss of profits, loss of data, or business interruption, even if advised of the possibility of such damages.

**Informal Dispute Resolution and Mediation**
If any dispute arises among the parties, they agree to first try in good faith to settle the dispute within 7 business days following written notice thereof by communications between themselves. If the parties are unable to successfully resolve the dispute through such informal communications, then they shall attempt to do so within 45 days thereafter by mediation in San Diego County, California, either in person or by Zoom, under Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration. Any mediator chosen by the parties must have an accounting background unless they mutually agree in writing after the dispute has arisen to the selection of a mediator that does not have such an accounting background.

**Binding Arbitration**
The parties agree that any claim or controversy that is not resolved through the informal dispute resolution and mediation procedures described above, but which arises out of or relates to this agreement, or accountant's performance or non-performance of services including, without limitation, fees charged by accountant, professional negligence, malpractice, breach of fiduciary duty, and the like will be determined by binding arbitration before the Judicial Arbitration and Mediation Services (JAMS) office in San Diego, California, whether in person or by Zoom. The parties' consent to such jurisdiction and venue, unless they mutually select another venue in writing. Unless expressly set forth to the contrary herein, while the arbitration is pending, the parties shall share the costs of arbitration and arbitrator fees equally. Nevertheless, the arbitrator shall be empowered to reallocate such costs and fees to one side or the other as part of his or her final award. The arbitration will also utilize the then-prevailing comprehensive arbitration rules of JAMS, except that discovery may be taken in that arbitration pursuant to the California Code of Civil Procedure.

The arbitrator to be chosen by the parties shall have an accounting background unless they mutually agree in writing to the selection of an arbitrator that does not have an accounting background. If the parties are unable to agree on the selection of an arbitrator within 14 days after the commencement of the arbitration, then the arbitrator shall be chosen in accordance with the JAMS' rules for arbitrator selection. JAMS shall use its best efforts to include one or more arbitration candidates for the parties to choose from that have an accounting background.

Judgment may be entered upon the arbitrator's award by the San Diego Superior Court. Should Burbank Unified School District refuse or neglect to appear or participate in the binding arbitration proceeding or pay for its share of the arbitration fees and costs, the arbitrator is empowered to decide the claim or controversy in accordance with the evidence presented.

Burbank Unified School District should realize that by accepting arbitration, IT WILL WAIVE ITS RIGHT TO A JURY TRIAL AND THE RIGHT, EXCEPT UNDER LIMITED CIRCUMSTANCES, TO APPEAL THE ARBITRATOR'S DECISION.

**Cooperation**
This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**Audit Periods and Extensions**
The first period to be audited shall be for the fiscal year ending June 30, 2027, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2029 may be secured on a year-by-year basis, subject to the agreement of the District and the auditor.

**Independence**
Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards,* upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Burbank Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

John Whitehouse, CPA
Partner
Christy White, Inc

RESPONSE:
This letter correctly sets forth the understanding of Burbank Unified School District.

| Signature | Title | Date |
|---|---|---|

BURBANK UNIFIED SCHOOL DISTRICT

# BURBANK UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL #2526-019

## K-12 LOCAL AGENCY AND BOND AUDITING SERVICES

| | |
|---|---|
| Release Date: | April 24, 2026 |
| Deadline For Submitting Questions: | May 6, 2026 at 2:00 PM PDT |
| Deadline for Submitting Responses: | May 15, 2026, at 2:00 PM PDT |

1900 W. Olive Ave. • Burbank, CA 91506 • (818) 729-4400

## SECTION 1. INTRODUCTION

The Burbank Unified School District ("District" or "BUSD") is a public school district located in Los Angeles County, California, serving students from Preschool through Grade 12. The District is governed by an elected Board of Education ("Board") and operates in compliance with all applicable federal, state, and local laws, regulations, and reporting requirements. BUSD serves a diverse student population of approximately 15,000 students.

In November 2024, voters in Burbank approved Measure ABC, a school facilities bond authorizing nearly $500,000,000 in facilities and infrastructure funding to be expended over a ten-year period. Expenditures of these funds are subject to heightened fiscal oversight, public transparency, and statutory audit requirements pursuant to California law.

The District is issuing this Request for Proposals ("RFP") to solicit proposals from qualified and experienced Auditing Firms ("Proposers") to provide K-12 Local Educational Agency Auditing Services and/or School Bond Auditing Services. Auditing Services may include, but are not limited to, annual and periodic financial, compliance, and performance audits associated with District operations and voter-approved bond measures.

Audits related to Measure ABC are anticipated to be conducted in accordance with applicable provisions of the California Education Code, including but not limited to sections 15280–15286 and 41020; the California State Controller's Office and California Department of Education Audit Guide; Generally Accepted Government Auditing Standards (GAGAS, "Yellow Book"); and other relevant professional standards issued by the American Institute of Certified Public Accountants (AICPA). Bond audits are expected to include verification that bond proceeds are expended solely for the purposes authorized by voters and that such expenditures are properly accounted for and publicly reported. Bond audit services shall include coordination with the Citizens' Oversight Committee and presentation of findings as requested.

The District may select one or more Proposers to enter into an agreement ("Agreement") for Auditing Services. Proposals will be reviewed and evaluated in accordance with California Government Code section 53060 and other applicable procurement laws. Issuance of this RFP does not obligate the District to award a contract, to procure any services, to follow a formal competitive bidding process, or to pay any costs incurred in the preparation or submission of a proposal.

The District recognizes that Proposers will expend considerable time and effort in preparing responses to this RFP and sincerely appreciates your interest and participation in this process.

## SECTION 2. ANTICIPATED TIMELINE FOR SELECTION OF AUDIT FIRM(S)

The District anticipates the following schedule; however, all dates are subject to change at the District's sole discretion.

| Event | Date |
|---|---|
| RFP Release Date | April 24, 2026 |
| Deadline for Submitting Questions | May 6, 2026 at 2:00 PM PDT |
| Deadline for Submitting Responses | May 15, 2026, at 2:00 PM PDT |
| Interviews (if conducted) | Time to be Determined by District |
| Anticipated Board Approval | June 2026 |

## SECTION 3. REGISTRATION WITH DISTRICT REQUIRED

Proposers must create a profile and register through the District's PlanetBids portal as a prospective bidder prior to submitting a response. Registration is required to receive addenda and updates related to this RFP. (https://vendors.planetbids.com/portal/71953/portal-home).

## SECTION 4: ADDITIONAL INFORMATION

**4.1 Addenda to RFP.** The District may issue one or more addenda to this RFP, and the District will provide notice of each addendum to each Auditing Firm that has registered with the District as provided in Section 3 of this RFP.

**4.2 Modification or Withdrawal of Response.** At any time prior to the Deadline for Submitting Responses, a Proposer may: (i) modify its Response by withdrawing the original Response through the bid solicitation page, together with a submission of a modified Response; or (ii) withdraw its Response through the bid solicitation page.

**4.3 Responsibility for Costs.** Each Proposer shall be responsible for paying any and all costs that it incurs in connection with the preparation and submission of its Response, together with any and all expenses associated with travel to and/or participation in any interview or other meeting or presentation. In no event will the District reimburse any Proposer for any such costs or expenses.

**4.4 Disclosure of Responses.** Except as provided in Section 4.5, below, in regard to Auditing Service Questionnaires, the District will consider each Response to be a public record, which the District may disclose in accordance with California law or otherwise. In that regard, Responses shall not be deemed or construed to include any proprietary or other confidential information, and the District shall not be responsible or liable for disclosure of any information included in a Proposer's Response that the Proposer believes is proprietary or confidential information.

**4.5 Auditing Services Questionnaire.** Each Proposer must fully complete, and include in its Response, a copy of the Auditing Services Questionnaire attached as Exhibit "B" to this RFP. The District will use the responses to the questionnaire to evaluate the Proposer and, if applicable, to include relevant responses as service provisions of the Proposer's Agreement. THE DISTRICT WILL CONSIDER COMPLETED AUDITING SERVICES QUESTIONNAIRES TO BE CONFIDENTIAL INFORMATION AND WILL ENDEAVOR TO AVOID DISCLOSING THOSE QUESTIONNAIRES TO OTHER PERSONS OR ENTITIES. In the event the District receives a California Public Records Act request for disclosure of any Auditing Services Questionnaire, the District will so advise the Proposer that submitted the Auditing Services Questionnaire and allow that Proposer a reasonable time, not in excess of ten days, to take action to resist disclosure. The District will exercise care in applying these confidentiality provisions, but the District assumes no responsibility or liability whatsoever for disclosure of any Questionnaire, and, by submitting a Response, a Proposer thereby agrees that the District shall not be liable for any damage or injury that results from any disclosure that may occur.

**4.6 Ownership of Docnments and Use of Ideas.** All Responses and other materials submitted in response to this RFP shall become the property of the District, and the District shall have no obligation to return any such materials to Proposer that submitted them. The District may use any ideas set forth in a Response, regardless of whether the District awards an Agreement to the Proposer that submitted that Response.

**4.7 Award of an Agreement Not Guaranteed.** Neither this RFP, nor any Response, shall be deemed or construed to: (i) create any contractual relationship between the District and any Proposer; (ii) create any obligation, express or implied, for the District to enter into a contract with any Proposer or other party; or (iii) serve as the basis for a claim for reimbursement of costs associated with submittal of any Response. If the District awards a contract for the Auditing Services, it shall be in the form of a mutually accepted Agreement reviewed by the District through the RFP process. In no event shall any Agreement be valid or binding unless and until it has been approved or ratified by the Board of Education of the Burbank Unified School District ("Board").

**4.8 Review of Audit Services Agreement.** The District intends that, with the exception of the non-negotiable terms listed in Section 4.8, the final Auditing Services Agreement shall be negotiated between the District and the selected Proposer(s). The District shall have the sole and absolute discretion with respect to whether it accepts the terms proposed by Proposers.

**4.8.1 District Non-Negotiable Terms.** The District has determined that certain contractual terms are material, non-negotiable, and in the District's best interest covered under California law. These terms will not be modified. Proposers must either (i) expressly accept these terms, or (ii) clearly identify any requested exceptions. Requested exceptions may be grounds for rejection or for reduced evaluation scores, as determined by the District. The following provisions are deemed essential and non-negotiable:

a. **Governing Law and Venue.** California law governs the Agreement. The venue shall be Los Angeles County, California.
b. **Board Approval Requirement.** No agreement is binding unless and until approved or ratified by the Board of Education.
c. **Independent Contractor Status.** The Auditing Firm shall act solely as an independent contractor and shall not be deemed an employee or agent of the District.
d. **Conflicts of Interest and Compliance with Law.** Strict compliance with Government Code sections 1090, 87100 et seq., the Political Reform Act, and all applicable ethics laws is required. The Auditing Firm represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance or services required under the Agreement, and that no person having any such interest shall be subcontracted in connection with this Agreement, or employed by the Auditing Firm.
e. **Indemnification and Defense.** The Auditing Firm shall defend, indemnify, and hold harmless the District and its Board, officers, and employees to the fullest extent permitted by California law.
f. **Insurance Requirements.** Maintenance of professional liability insurance throughout the term of this Agreement in accordance with District minimum requirements. Such insurance shall have limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate.
g. **Termination for Convenience.** The District may terminate the agreement for convenience upon written notice, without cause.
h. **No Assignment or Subcontracting Without Consent.** The Auditing Firm may not assign or subcontract services without prior written District approval.
i. **Billing Controls and Audit Rights.** The District retains the right to review, audit, and dispute billing records.

j. **No Limitation of Liability.** Any limitation of liability or waiver of consequential damages in favor of the Auditing Firm is expressly rejected.

k. **Records Retention and Public Records Act Compliance.** The Auditing Firm must comply with applicable records retention requirements and cooperate with Public Records Act obligations.

l. **Data Security.** The Auditing Firm shall maintain appropriate data security and confidentiality protections consistent with applicable state and federal laws.

m. **Payment Terms.** The District shall pay all undisputed invoices within forty-five (45) days of receipt. In the event payment is delayed due to circumstances beyond the District's reasonable control, no interest, late charges, administrative fees, or other additional amounts shall accrue or be assessed on any unpaid balance. Any delay in payment shall not excuse, suspend, or otherwise relieve Auditing Firm of its obligation to continue performance and complete all services in accordance with the terms of this Agreement.

**4.9 Unethical Behavior.** By submitting a Response, a Proposer shall be deemed to represent and warrant that neither it nor any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, money, gifts, or anything else of value) to any member of the District Board or other District officer or employee, with the intent or goal of obtaining favorable treatment in connection with the selection of the Auditing Firms that will provide Auditing Services. If the District determines that a Proposer has breached or violated such warranty: (i) the District may terminate, at any time and in whole or in part, the Auditing Services Agreement and, in the District's sole discretion and to the extent permitted by law, ANY OTHER CONTRACT that the District has with that Auditing Firm; and (i) that the Proposer shall be responsible and liable for any and all associated costs, losses, and/or damages incurred by the District. The rights and remedies of the District pursuant to this paragraph: (i) are not exclusive and are in addition to any other rights and remedies the District may have pursuant to law or contract; and (ii) shall survive award of an Agreement.

**4.10 District Rights.** The District shall have the rights, among any and all others, to: (i) waive any or all irregularities in any one or more Responses; (ii) reject any and all Responses that, as determined by the District;(iii) not award any one or more Agreements, regardless of whether the District issues a new or alternate Request for Proposals; and/or (iv) select, from among the Proposers that submit Responses, the Auditing Firm that the District determines has the requisite experience, qualifications, judgment, and competence to provide the Auditing Services and will be the best fit with the District and best accomplish the District's goals for the Auditing Services.

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## SECTION 5: REQUIRED CONTENT OF RESPONSE

In order to be considered responsive to this RFP, a Response must include all of the information described in this Section, in the order set forth below. The District may reject a Response as being non-responsive if it exceeds a total of 30 pages, which, among other things, includes required certifications as described below. Note that the 30-page limit excludes required forms and exhibits (Exhibits B–D) and does not apply to the table of contents or to resumes or profiles of the Auditing Firms' key personnel enclosed with a Response — however, in no event shall the table of contents or any resume/profile exceed a total of one page.

**5.1 Response Cover (one page):** The cover to the Response may include only the following information:

RFP Number: 2526-019
Addenda Acknowledged: Addendum No.(s)
Response Title (if any):
Auditing Firm Name
Authorized Contact Person
Mailing Address
Telephone Number
Auditing Firm Logo may be included if so desired.
Deadline for Submitting Responses: May 15, 2026, at 2:00 PM PDT

No additional information, statements, graphics, or materials shall appear on the Response cover.

**5.2 Optional Summary Letter (limit one page):** An Auditing Firm may, if desired, include in its Response a letter that briefly summarizes the Response. The letter must be signed by a person with authority to act on behalf of and bind the Auditing Firm.

**5.3 Table of Contents (limit one page):** Include a list of the headings and corresponding page numbers for everything included in the Response that follows after the table of contents.

**5.4 Firm and Contact Information (limit one page):** Specify: (1) the Auditing Firm's full, legal company name; (2) the Auditing Firm's type of legal entity (e.g., corporation, limited liability company, etc.) and the state in which the Auditing Firm was organized (e.g., California, Delaware, etc.); (3) the address and telephone number of the Auditing Firm's principal business offices; (4) the names and titles of, as applicable, the Auditing Firm's principal owners and officers; and (5) the address and telephone number of the Auditing Firm's business office from which its key personnel (described below) would provide the Auditing Services, if the District were to award an Agreement.

**5.5 Key Personnel :** Identify all "key" management and professionals whom the Auditing Firm intends to assign to the District, specifying their respective qualifications and experience Enclose with the Response a resume or profile for each of such key personnel, provided that no such resume or profile shall exceed one page.

**5.6 Auditing Services Questionnaire and Certification:** Each Auditing Firm must: (1) fully complete the Auditing Services Questionnaire form attached as Exhibit "B" to this RFP, consistent with its instructions; and (2) submit those documents with the Response. NOTE THAT ANY AND ALL ADDITIONAL SHEETS OF PAPER NEEDED TO FULLY ANSWER ANY QUESTIONS IN THE QUESTIONNAIRE WILL BE INCLUDED IN THE TOTAL PAGE COUNT.

5.7 **Summary of Relevant Auditing Experience:** Summarize the Auditing Firms qualifications and experience, within the immediately prior ten years, relating to Exhibit "A" – Scope of Auditing Services. In addition, provide details on the following:

1. How many California school districts with ADA exceeding 15,000 does your firm currently audit?
2. Describe your firm's experience with complex California K-12 matters, including:
    - LCFF and ADA reporting
    - Special Education funding
    - ESSER or federal program compliance
    - Bond program audits (Prop 39)
    - Charter school oversight
    - ASB funds
    - GASB 68/75 and other pension/OPEB reporting
3. Describe a complex audit issue encountered with a California school district and how your firm resolved it.

5.8 **References and Certification of References:** Each Auditing Firm must fully complete the Auditing Services References form attached as Exhibit "C" to this RFP, consistent with its instructions.

5.9 **Service Delivery Methodology (limit two pages):** Describe the Proposer's means, methods, and approach to delivering Auditing Services to a California public school district. The response shall explain how the Proposer will provide timely, accurate, and reliable Auditing Services, including availability for regular and special Board meetings, response-time standards, coordination with District administration, and backup coverage. Responses shall focus on specific methods, processes, and service commitments, supported where applicable by measurable practices or defined service standards, and shall avoid general philosophy or marketing statements.

5.10 **Pricing Methodology (limit two pages):** Provide a detailed description of the Proposer's pricing and billing structure for the Auditing Services described in this RFP. At a minimum, the response shall identify hourly rates by role, billing increments, treatment of travel time and expenses, and any additional rates or fees. The Proposer shall clearly identify all assumptions related to billing practices and shall not include alternative pricing structures unless expressly requested. Cost information shall be presented in a transparent and objective manner to facilitate comparison among proposers. Proposers shall include a sample invoice and pricing for a minimum of three (3) fiscal years, including any proposed annual cost adjustments..

5.11 **Auditing Services Agreement:** Each Proposer shall submit, as part of its Response, a copy of the Proposer's standard Auditing Services agreement or engagement letter that the Proposer customarily uses for providing Auditing Services to public agencies. The submitted agreement is provided for review and informational purposes only and is intended to assist the District in understanding the Proposer's standard contractual terms, conditions, and risk allocations.

Submission of a proposed agreement shall not constitute acceptance, approval, or agreement by the District, and shall not create any contractual relationship between the District and the Proposer. The District expressly reserves the right, in its sole discretion, to reject, modify, or disregard any terms contained in a Proposer's submitted agreement and to require that any final contract for Auditing Services be in

the form of the District's own agreement, as approved by the Board of Education.

Any agreement ultimately entered into shall be subject to negotiation, compliance with applicable California law, and approval by the District's Board of Education. Failure to submit a proposed agreement as required, or submission of an agreement that materially conflicts with the District's non-negotiable terms, may be grounds for disqualification or reduced evaluation scoring.

**5.12 Additional Information (limit two pages):** Provide any additional, specific information that the Proposer believes is directly relevant to the provision of Auditing Services to the District and that could not reasonably be included elsewhere in the Response. Information provided in this section shall be limited to matters that demonstrate qualifications, capacity, or value to the District. General marketing materials, promotional content, or information not directly related to the Auditing Services described in this RFP are neither required nor encouraged and may be disregarded.

**5.13 Declarations and Certifications (eight pages):** Review, sign and initial all declarations and certifications as per Exhibit D of this Request for Proposal.

## SECTION 6: EVALUATION OF RESPONSES

**6.1 Evaluation Process.** The District presently intends to establish an ad hoc review panel to evaluate and score the Responses on behalf of the District ("Review Panel"). As determined by the District in its sole discretion, the Review Panel may be composed solely of District employees, or of District employees, independent consultants, and/or others with relevant knowledge, qualifications, and/or experience.

The District in its sole discretion may: (i) schedule and conduct interviews with any one or more of the responding Auditing Firms (provided that no Auditing Firm shall have the right to be interviewed); (ii) contact and confer with representatives of other agencies for which an Auditing Firm has provided services; (iii) request any additional information from any Auditing Firm; (iv) contact any Auditing Firm's past or current clients to obtain or verify any information pertaining to the Auditing Firm; and/or (v) otherwise seek additional information and/or confirmation of information set forth in any Response.

Any information gained by the District as a result of such activities may be used to assist with the selection of an Auditing Firm.

Responses will be evaluated by the Review Panel using the criteria outlined in Section 6.2.

**6.2 Content and Qualifications.** The Review Panel will evaluate and score each Response based on the following criteria/categories:

- **Response Content and Formatting (pass/fail)**
- **Experience and Qualifications**
- **Capacity to Provide Services**
- **Cost**
- **Review of Questionnaire**
- **References**
- **Interviews (if applicable)**

## SECTION 7. QUESTIONS RELATING TO THIS RFP

**7.1 Submission to District.** All questions must be submitted in writing via the Q&A section of the PlanetBids bid page, before the Deadline for Questions. This is the exclusive process by which any Proposer or other party may seek and obtain information relating to this RFP. IN ANY AND EACH CASE THAT AN AUDITING FIRM (OR ITS AGENT OR OTHER REPRESENTATIVE) DIRECTS AN INQUIRY TO A BOARD MEMBER, OFFICER, EMPLOYEE OR OTHER DISTRICT REPRESENTATIVE, THE DISTRICT SHALL REJECT, AS NON-RESPONSIVE TO THE REQUIREMENTS OF THIS RFP, ANY RESPONSE RECEIVED FROM THAT AUDITING FIRM.

**7.2 Responses to Questions.** The District will, to the extent it is able, respond to questions regarding this RFP that it receives in accordance with this Part 7. If the District responds to a question, it will post the question and corresponding response to the bid, and all registered Proposers will be notified through the PlanetBids system..

**7.3 Deadline for Questions.** Questions regarding this RFP must be submitted no later than the Deadline for Questions specified in Part 2. In no case will any questions be received via the bid page after the Deadline for Questions.

## SECTION 8. SUBMITTAL OF RESPONSES

**8.1 Number of Copies.** In order to be deemed responsive to this RFP, a Proposer must submit to the District a complete electronic copy of its Response, through the Burbank Unified School District PlanetBids portal.

**8.2 Formatting.** Each Response must conform with the following formatting requirements: (i) the content of the Response must be sized for 8 ½ by 11 inch paper; (ii) with respect to each required content item specified in Section 5 of this RFP, the number of pages included in the Response must be no more than the number specified in the heading for such item; (iii) in no event may an Auditing Firm enclose with or attach to its Response any information other than as expressly authorized by this RFP; (iv) tab pages, dividers, and similar inserts are not included in, or subject to, any page number limitations; and (v) all text set forth in the Response (including, without limitation, in any authorized enclosures or attachments) must be font size 11 or greater.

**8.3 Method of Delivery.** Electronic responses are required and must be submitted by the Deadline for Submitting Responses.

**8.4 Timely Delivery.** Each Proposer shall be solely responsible for ensuring that its Response is received by the District prior to the Deadline for Submitting Responses. The District, in its sole and absolute discretion, may, but shall not be required to, consider any Response received by the District after the Deadline for Submitting Responses.

# *Exhibit A*

## *Scope of Auditing Services*

The scope of Auditing Services requires Certified Public Accounting (CPA) firm(s) to be currently designated as active by the State Controller's Office and who can perform K-12 Local Education Agency audits. The firm(s) shall serve as the District's independent auditor and perform a comprehensive annual financial and compliance audit in accordance with applicable laws, standards, and reporting requirements for public school districts in California.

The Audit shall be conducted in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, California Education Code 41020, Single Audit requirement per Title 2 Code of Federal Regulations (CFR) Part 200, and other applicable requirements and regulations. Audit fieldwork, draft reports, and final reports shall align with all California statutory deadlines, including submission timelines required by the California Department of Education and State Controller's Office.

For each fiscal year audited, the auditor shall provide:

1. Independent Auditor's Report on the Financial Statements
2. Report on Internal Control Over Financial Reporting and Compliance
3. Single Audit reports, if applicable
4. Management Letter identifying internal control observations and recommendations
5. Status of prior-year audit findings
6. Electronic and hard-copy versions of all final reports

# *Exhibit B*

## *Auditing Services Questionnaire*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** _____

---

All questions must be answered fully and accurately. If additional space is required, attach supplemental pages clearly labeled with the corresponding section and question number.

**SECTION I: AUDITING FIRM INFORMATION**

1. Legal name of firm: _____
2. Type of Entity: *(Check only one box below.)*
   - ☐ Corporation
   - ☐ Limited Liability Company
   - ☐ Partnership
   - ☐ Sole Proprietorship
   - ☐ Other — Specify type: _____
3. State (in the U.S.) of Organization: _____
4. Years in operation (Formed or Established): _____
5. Principal office address and phone number:

   _____

   _____

   _____

6. Office location from which services will be provided:

   _____

   _____

   _____

7. Is your firm currently designated as Active on the State Controller's Office to perform K-12 Local Agency Audits?

   ☐ Yes ☐ No

## SECTION II: AUDITOR QUALIFICATIONS

1. List all Auditors proposed for District service, including:

   Name: _____

   California Licensed CPA or California Accounting Firm Number: _____

   Years licensed in California: _____

   Years of K-12 public education experience: _____

2. Identify the primary Auditor and designated backup Auditor(s).

_____

_____

_____

## SECTION III: SERVICE LEVELS, RESPONSIVENESS & ENGAGEMENT MANAGEMENT

1. **Commitment to response times:**
   a. Routine accounting/audit inquiry:
      ☐ 12 hrs. ☐ 24 hrs. ☐ 48 hrs. ☐ 72 hrs.
   b. Urgent Board or Audit Committee matter:
      ☐ Same day ☐ Next business day ☐ Other: _____
2. **Ability to attend Board or Audit Committee meetings (in person or virtual) with notice of:**
   ☐ 12 hrs. ☐ 24 hrs. ☐ 48 hrs. ☐ 72 hrs.
3. **Engagement Staffing and Continuity:**
   Identify the Engagement Point of Contact, Audit Manager, and key staff assigned to the District.

_____

_____

_____

_____

Describe your firm's policy regarding partner/manager Auditor rotation.

_____

_____

_____

_____

Describe procedures to ensure continuity and minimize staff turnover during the engagement of services to the District.

4. **Backup Coverage Procedures:**
   Describe procedures to ensure uninterrupted service in the event of illness, turnover, or other unavailability of key personnel.

5. **Timeline Management:**
   Describe your firm's process for ensuring audits are completed in time to meet California Education Code deadlines and State Controller reporting requirements.

## SECTION IV: PRICING & BILLING PRACTICES

1. Are all hourly rates by role (Engagement Partner / Audit Manager / Senior / Staff) included in the Response?
   ☐ Yes ☐ No
2. Billing increment used (e.g., 6-minute, 15-minute increments):
3. Is travel time billed?
   ☐ Yes ☐ No
4. Identify non-billable administrative costs (copies, clerical, technology fees, etc.).

5. Identify all fees, costs, markups, surcharges, or administrative charges that may be billed to the District that are not included in the stated hourly rates or fee proposal. For each item, describe how the fee is calculated and when it may be assessed. Any fee or charge not expressly disclosed shall be deemed non-reimbursable.

_____

_____

_____

_____

6. Confirm that your proposed pricing includes all required components of a California K-12 audit, including but not limited to:
   - ❑ Annual Financial Audit
   - ❑ Single Audit (if applicable)
   - ❑ State Compliance Reporting
   - ❑ GASB implementation support
   - ❑ Attendance/ADA testing
   - ❑ Proposition 39 or Bond Fund audits (if applicable)

## SECTION V: LICENSURE, QUALITY CONTROL & PROFESSIONAL STANDARDS

1. Confirm the firm holds a current and active registration with the **California Board of Accountancy (CBA)**.
   ❑ Yes Firm License Number: _____ ❑ No
2. Confirm that all signing partners assigned to this engagement hold active California CPA licenses.
   ❑ Yes ❑ No
3. Is your firm enrolled in and compliant with the **AICPA Peer Review Program**?
   ❑ Yes ❑ No
   Date of most recent Peer Review: _____
   Result: ❑ Pass ❑ Pass with deficiencies ❑ Fail
4. Attach or describe the results of your most recent peer review, including any findings related to governmental or school district audits.

_____

_____

_____

5. Describe your firm's use of data analytics or technology in conducting audits.

_____

_____

_____

6. Describe your firm's internal quality control procedures to ensure compliance with:
   - Government Auditing Standards (Yellow Book)
   - GAAS
   - GASB standards
   - California Education Code audit requirements

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

1. Disclose any current or recent engagements that may pose a conflict of interest with Burbank Unified School District, including services provided to vendors, charter schools, or related entities.

2. Describe your firm's independence policies and procedures to ensure compliance with Government Auditing Standards independence requirements.

3. Within the past five (5) years, has your firm or any assigned partner been subject to:
   - CBA disciplinary action? ☐ Yes ☐ No
   - AICPA disciplinary action? ☐ Yes ☐ No
   - Suspension, probation, or license restriction? ☐ Yes ☐ No
     If yes, explain each instance:

4. Disclose any malpractice claims, professional liability claims, or litigation related to audit services within the past five (5) years.

## SECTION VII: CONTRACT PERFORMANCE, DISPUTES & CLAIMS

1. Within the last five (5) years, has any public agency terminated your firm's audit contract for cause?
   ☐ Yes ☐ No

   If yes, explain:

2. Within the last five (5) years, has your firm been removed from a California State Controller's approved K-12 audit firm list or been subject to State review findings?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

3. Within the last five (5) years, has an insurer paid funds due to alleged failure in audit performance?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

4. Within the last five (5) years, has any public agency filed a claim or legal action against your firm related to audit services?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

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**SECTION VIII: CRIMINAL & CIVIL MATTERS**

1. Within the last five (5) years, has your firm or any owner, officer, or partner been convicted of a crime related to fraud, financial misconduct, or public contracting?
   ☐ Yes ☐ No

2. Within the last five (5) years, has your firm or any assigned engagement partner been held liable in a civil action involving professional negligence, false claims, or misrepresentation to a public agency?
   ☐ Yes ☐ No

3. Within the last five (5) years, has your firm been found in violation of any federal or state law related to public funds, independence standards, or governmental auditing?
   ☐ Yes ☐ No

   If yes to any above, explain fully:

_____

_____

_____

_____

_____

<END OF EXHIBIT B>

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** _____

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

---

*This page may be duplicated as necessary.*

# *Exhibit D*

## *Declarations and Certifications*

## FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

Note: This document must be executed and submitted with the Proposal.

Business entities entering into contracts with the District 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. Provide an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, to continually monitor and supervise employees. The entity shall verify to the District that the employee charged with monitoring and supervising their employees has no such convictions.
   c. Arrange for surveillance by personnel, with District 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. District 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.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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.

_____
INTIALS

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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
(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.

_____
INTIALS

# DRUG-FREE WORKPLACE CERTIFICATION

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 District 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.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

# NONCOLLUSION DECLARATION

The undersigned declares:

This proposal is submitted independently and in good faith, and is not made in the interest of, or on behalf of, any undisclosed person or entity.

The bidder states that this proposal is genuine and not collusive. The bidder has not directly or indirectly induced or encouraged any other person or entity to submit a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, agreed, or otherwise coordinated with any other bidder to submit a sham bid or to refrain from submitting a proposal.

The bidder has not, by agreement, communication, or discussion with any person or entity, attempted to fix, influence, or control the bid price, or any element of the bid price, including costs, overhead, or profit, for this bid or for any other bidder.

All statements contained in this proposal are true and correct.

The bidder has not disclosed the bid price, any pricing information, or the contents of this proposal to any person or organization for the purpose of restricting competition or securing an unfair competitive advantage. The bidder has not paid, and will not pay, any person or entity to engage in such conduct.

If this declaration is executed on behalf of a corporation, partnership, joint venture, limited liability company, or other legal entity, the undersigned declares that they are duly authorized to execute this declaration and submit the proposal 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.

_____

Company Name

_____

Signature

_____

Print Name

_____

Date

# WORKERS' COMPENSATION CERTIFICATION

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 District with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the District will receive thirty (30) days' notice of cancellation.

_____

Company Name

_____

Signature

_____

Print Name

_____

Date

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 agreement.

# CERTIFICATION REGARDING RESPONSE

The undersigned certifies, represents, and warrants as follows:

1. **Authority to Submit Response**
   The undersigned is a duly authorized representative of the Proposer and is fully authorized to submit this Response on behalf of the Proposer and to bind the Proposer to the statements, representations, and commitments contained therein.
2. **Accuracy and Completeness of Response**
   The undersigned certifies that the Response submitted is **true, complete, and not misleading**, and that no material facts relevant to the District's evaluation of the Response have been omitted.
3. **Binding Representations**
   The Proposer agrees to be **bound by all representations and statements** made in the Response, including all certifications, assurances, and commitments contained therein.

The undersigned declares **under penalty of perjury under the laws of the State of California** that the foregoing certifications and representations are true and correct.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

CHRISTY WHITE

RFP #2526-019
Addenda Acknowledged: Addendum No.(s): 1 dated May 12, 2026
Deadline for Submitting Responses: May 15, 2026, at 2:00 PM PDT

# Proposal for Independent Audit Services for Burbank Unified School District

***Auditing Firm Name:*** *Christy White, Inc.*
***Authorized Contact Person:*** *John Whitehouse CPA*
***Mailing Address:*** *348 Olive Street, San Diego, CA 92103*
***Telephone Number:*** *619-270-8222*

CHRISTY WHITE

Certified Public Accountants serving K-12 School Districts and Charter Schools throughout California

May 12, 2026

Auditor Selection Committee
Burbank Unified School District
1900 W. Olive Ave
Burbank, CA 91506

Christy White, Inc. (CW) is pleased to respond to Burbank Unified School District's (BUSD) request for Annual Financial Statement Audits and Bond Audits for the fiscal years ending June 30, 2026 through June 30, 2028.

We **specialize in auditing California school districts for over 20 years**, including Lafeyette (3,213 pupils), Garden Grove USD (50,000 pupils), and West Contra Costa USD (29,529 pupils). In 2024-25, we are providing services to over 240 Local Educational Agencies (LEA's). In addition to K-12 districts, we audit over 155 charter schools, 15 county offices of education, over 150 Prop. 39 bonds and Prop. 51 state facilities grants, plus, should the need arise, we perform fraud and forensic audits.

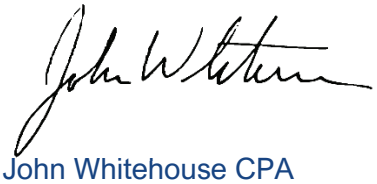
**CW will serve your organization with our specialized audit team of dedicated professionals**. For 21 years, our firm has specialized in LEA audits, so you get the benefits of not only an experienced specialized team but an entire firm of more than 65 professionals. As a leader in the K-12 education industry, we provide educational organization audit-focused staff training unmatched by other firms. We assure you that every CW team member will be trained to handle your audit efficiently and effectively. Moreover, we provide **free training and accounting advice** to our clients.

**CW leads the K-12 audit profession** by active participation on the State Controller's *Audit Guide Task Force*, annually presenting to school district audit professionals at CalCPA's *School District Conference*, teaching new CBOs at CASBO and ACSA academies, and speaking before county offices and districts on implementation know-how for new GASB standards.

Founding partner, Christy White, has over 38 years of school audit and consulting experience and is joined by Partners Heather Daud Rubio, Michael Ash, John Whitehouse, Marcy Kearney, Kyle Montgomery, Jesus Cardenas, Michelle Lizaso and Brian Badillo, plus multiple licensed director-level managers, and experienced in-charges auditors and staff. Our team is committed to meeting all requirements and timelines for the successful completion of the engagement.

After reading through our proposal, should you have any questions, please feel free to contact me at 619-270-8222. I would be happy to meet with you, the auditor selection committee, and the Governing Board.

Sincerely,



John Whitehouse CPA
Partner

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
**christywhite.com**

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# FIRM AND CONTACT INFORMATION

***NAME OF FIRM AND CONTACT INFORMATION***

Legal Name: Christy White, A Professional Accountancy Corporation (dba Christy White, Inc.)
Business Address: 348 Olive Street, San Diego, CA 92103
Telephone Number: 619-270-8222
Fax Number: 619-260-9085
Email Address: jwhitehouse@christywhite.com
Web Address: www.christywhite.com

***CHRISTY WHITE, INC. SHAREHOLDERS:*** CW is jointly owned by Christy White, Michael Ash, and Heather Daud Rubio.

***OVERVIEW OF CHRISTY WHITE, INC.***

Christy White, Inc. (CW) is the **leading CPA firm in California** based on the number of Local Educational Agencies (LEAs) audited annually. Headquartered in San Diego, our statewide team delivers tailored audit and consulting services to K–12 clients across the region.
We specialize in:

- Financial and bond audits
- Internal audit risk assessments
- GASB implementation support (free consultations)

CW is a proud member of the Private Companies Practice Section and the Governmental Audit Quality Center of the AICPA, earning a "Pass" in our latest independent peer review.
Our professional affiliations include:

- American Institute of CPAs (AICPA)
- California Society of CPAs
- California Association of School Business Officials (CASBO)
- Government Finance Officers Association (GFOA)
- California Association of Joint Powers Authorities (CAJPA)
- Association of Certified Fraud Examiners (ACFE)

CW actively contributes to the K–12 audit guide and maintains ongoing dialogue with state agencies to advocate for our clients.

***STATEMENT OF INDEPENDENCE***

CW complies with *Government Auditing Standards* and the State's *K-12 Audit Guide* independence requirements. We have no financial, personal, or community ties to Burbank Unified School District, its board, administration, or staff.

# KEY PERSONNEL

***PARTNER AND MANAGER WITH LEAD RESPONSIBILITY*:** The Lead Engagement Partner will be John Whitehouse CPA, and the Lead Manager will be Supervisor . The qualifications for the assigned audit team members are provided as follows.

### *STAFF QUALIFICATIONS*

CW's partners and staff bring extensive audit and consulting experience with LEAs across California. Our team understands the unique challenges of school finance, including budgeting, construction accounting, state programs, attendance, funding models, and cash flow. The team includes:

### *STAFF CONTINUITY*

At CW, the team you meet is the team you work with no surprises or staff turnover disruptions. With a 92% retention rate in 2023–24 and over 40% of staff with 5+ years at the firm, clients benefit from consistent, experienced teams year after year.

### *STAFF TRAINING PROGRAMS*

CW provides two weeks of in-house training focused on school district audits, supplemented by external courses from organizations like School Services of California, CalCPA, and CASBO to maintain over 40 over of CPE each year. Recent staff training includes:

| Sampling of Recent Training Courses Taken by Staff | Training Provider Organizations |
|---|---|
| • Annual Government Finance Officers Conference<br>• Annual CASBO Conference<br>• January, May and Summer Budget Conferences<br>• School District Conference<br>• Fraud Auditing<br>• Charter School Fiscal Management | • Governmental Finance Officers Association<br>• CASBO<br>• School Services of California, Inc.<br>• California Society of CPAs<br>• Association of Certified Fraud Examiners<br>• Fiscal Crisis Management & Assistance Team (FCMAT) |

### *BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM*

The proposed team includes:

| Christy White, Inc. Personnel Assigned | |
|---|---|
| **Name** | **Classification** |
| Christy White Brook, CPA, CFE | Quality Control Partner |
| John Whitehouse, CPA | Audit Partner |
| Jerome Badillo, CPA | Director |
| Markq Simas, CPA | Supervisor |
| Anna Barry | Senior Accountant |

## KEY PERSONNEL, CONT'D

***BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D***



# Christy White Brook, CPA, CFE

**President & Concurring Partner**

**Expertise:**

- Financial statement audits, compliance audits (including A-133), and special audits such as attendance and fraud audits
- Management consulting for K–12 agencies, including budget development, enrollment projections, and multi-year financial planning
- 38 years of public accounting and consulting experience, beginning with Coopers & Lybrand (1986), later Audit Manager at Matson & Isom, and now President of Christy White, Inc.

**Relevant Experience & Accomplishments:**

- Partner-level oversight of hundreds of audits for school districts, charter schools, and nonprofits
- Led consulting services at School Services of California, Inc. for seven years, specializing in efficiency studies, fiscal reviews, and organizational planning
- Frequent statewide presenter for CASBO, ACSA Business Manager's Academy, and the California Society of CPAs; recipient of the 2006 Award for Outstanding Conference Volunteer from CalCPA's Educational Foundation
- Provides in-service training and continuing education for clients and CPAs in governmental audit and accounting

**Value Proposition:**

Christy combines decades of audit and consulting expertise with a deep commitment to strengthening fiscal responsibility in education. Her leadership ensures clients receive accurate audits and actionable financial insights that support both compliance and long-term stability.

**Fun Fact/Personal Detail:**

Christy is passionate about education and training, having authored and conducted statewide workshops on attendance accounting, budget development, and fiscal management.

## KEY PERSONNEL, CONT'D

***BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D***



# John Whitehouse, CPA

**Partner**

**Expertise:**

- Financial statement audits, state compliance reviews, and Proposition 39 bond audits
- Internal control reviews, federal Uniform Guidance audits, and special audits including attendance
- 18 years of public accounting experience with a B.A. in Business Administration (Accounting emphasis) from California State University, San Marcos (2007)

**Relevant Experience & Accomplishments:**

- Partner overseeing audits for San Diego USD, Kern High School District, and Saddleback Valley USD
- Extensive experience across financial reporting, Single Audit compliance, accounts payable/receivable, payroll, attendance, categorical programs, fixed asset accounting, and LCFF state apportionment
- Deep knowledge of California Education Code, Public Contract Code, California School Accounting Manual, Uniform Guidance, and GAAP auditing standards

**Value Proposition:**

John provides seasoned leadership and technical expertise in educational audits. His comprehensive knowledge of compliance requirements and financial reporting ensures clients receive high-quality, accurate audits that enhance transparency and accountability.

**Fun Fact/Personal Detail:**

John is dedicated to delivering excellence in audit engagements, leveraging nearly two decades of specialized experience.

## KEY PERSONNEL, CONT'D

***BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D***



# Jerome Badillo, CPA

**Director**

**Expertise:**

- Internal controls, state and federal compliance, and substantive procedures
- Proficient in CCH Dashboard, ProSystems, QuickBooks, Microsoft Suite, and Adobe
- CPA with 6 years of public accounting experience; Bachelor's in Accountancy (Philippines, 2020); US CPA license earned September 2024

**Relevant Experience & Accomplishments:**

- Audit supervisor for clients including San Francisco USD, Orland USD, East Side Union HSD, Encinitas SD, San Diego COE, Mendocino COE, Lake COE, Montebello USD, and Newport Mesa USD
- Led district and county office audits, bond audits, parcel tax audits, and FAC submissions
- Oversaw audit teams through planning, fieldwork, and reporting, ensuring precision and efficiency in engagements
- Facilitated firm-wide training sessions during interim and year-end periods to enhance staff knowledge and audit practices

**Value Proposition:**

Jerome brings international and U.S. experience from PwC, Deloitte, and Christy White, Inc., blending technical expertise with leadership in audit execution and staff training. His ability to guide teams and manage diverse client portfolios ensures high-quality, compliant, and timely audits.

**Fun Fact/Personal Detail:**

Jerome was an active member of the Junior Philippine Institute of Accountants and Auditors during college

## KEY PERSONNEL, CONT'D

***BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D***



# Markques Simas, CPA

### Supervisor

**Expertise:**

- Internal controls, substantive testing, and financial reporting
- Proficient in ProSystems and Excel
- CPA with 5 years of public accounting experience; B.S. in Business Administration (Accounting emphasis), California State University San Marcos

**Relevant Experience & Accomplishments:**

- Lead auditor for Carlsbad Unified, South Whittier SD, East Whittier SD, Soledad USD, and Wiseburn USD
- Oversees district audits, bond audits, School Facilities Program (SFP) audits, and Single Audits
- Experienced in managing engagements from planning to reporting, ensuring compliance and accuracy

**Value Proposition:**

Markques combines strong technical expertise with leadership in district and bond audits. His ability to guide audit teams and deliver accurate, high-quality reporting provides clients with confidence and accountability in financial oversight.

**Fun Fact/Personal Detail:**

Markques played college football at the University of Colorado, Boulder. He also gives back to his community through monthly beach clean-ups

## KEY PERSONNEL, CONT'D

***BRIEF RESUMES OF CHRISTY WHITE, INC.'S ASSIGNED AUDIT TEAM, CONT'D***



# Anna Barry

### Senior Accountant

**Expertise:**

- Internal controls, state compliance, and substantive procedures
- Proficient in ProSystems and Excel
- 3.5 years of public accounting experience; B.A. in Economics, University of California, San Diego (2022)

**Relevant Experience & Accomplishments:**

- Served as in-charge auditor for Duarte and Bassett Unified School District interim and year-end audits
- Audit experience with San Francisco Unified School District, focusing on internal controls, state compliance, and federal compliance requirements
- Experience spans school district audits and reporting, contributing to accurate and compliant financial results

**Value Proposition:**

Anna brings strong technical skills and in-charge experience to her role as Senior Accountant. Her expertise in compliance and internal controls ensures reliable audit results that support accountability and financial transparency for educational clients.

**Fun Fact/Personal Detail:**

Anna has lived on three continents—Africa, Europe, and North America—bringing a global perspective to her professional and personal life.

# *Exhibit B*

## *Auditing Services Questionnaire*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** Christy White Associates, Inc. (dba Christy White, Inc.)

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All questions must be answered fully and accurately. If additional space is required, attach supplemental pages clearly labeled with the corresponding section and question number.

**SECTION I: AUDITING FIRM INFORMATION**

1. Legal name of firm: Christy White Associates, Inc. (dba Christy White, Inc.)
2. Type of Entity: *(Check only one box below.)*
   - ☒ Corporation
   - ☐ Limited Liability Company
   - ☐ Partnership
   - ☐ Sole Proprietorship
   - ☐ Other — Specify type: _____
3. State (in the U.S.) of Organization: California
4. Years in operation (Formed or Established): 16 (established in 2010)
5. Principal office address and phone number:
   348 Olive Street, San Diego, CA 92103
   (619) 270-8222
6. Office location from which services will be provided:
   348 Olive Street, San Diego, CA 92103
7. Is your firm currently designated as Active on the State Controller's Office to perform K-12 Local Agency Audits?
   ☒ Yes ☐ No

## SECTION II: AUDITOR QUALIFICATIONS

1. List all Auditors proposed for District service, including:

   Name: Please see page 2 of our proposal document for a list of Key Personnel

   California Licensed CPA or California Accounting Firm Number: S-Corp 6499

   Years licensed in California: 16

   Years of K-12 public education experience: Over 30 years

2. Identify the primary Auditor and designated backup Auditor(s).
   John Whitehouse, CPA, Christy White Brook, CPA, CFE and Jerome Badillo, CPA

## SECTION III: SERVICE LEVELS, RESPONSIVENESS & ENGAGEMENT MANAGEMENT

1. **Commitment to response times:**
   a. Routine accounting/audit inquiry:
   ❑ 12 hrs. ❑ 24 hrs. ❑ 48 hrs. ■ 72 hrs.
   b. Urgent Board or Audit Committee matter:
   ❑ Same day ■ Next business day ❑ Other: _____
2. **Ability to attend Board or Audit Committee meetings (in person or virtual) with notice of:**
   ❑ 12 hrs. ❑ 24 hrs. ❑ 48 hrs. ❑ 72 hrs.
3. **Engagement Staffing and Continuity:**
   Identify the Engagement Point of Contact, Audit Manager, and key staff assigned to the District.
   John Whitehouse, CPA, Christy White Brook, CPA, CFE, Jerome Badillo, CPA
   Markques Simas, CPA, and Anna Barry

   Describe your firm's policy regarding partner/manager Auditor rotation.
   We typically have CPA's sign for a consecutive six years, and then we rotate a different signing CPA for one year. After the seventh year, the original signing CPA will resume signing for the next six years. Depending on workload forecasts, some clients are rotated a year early.

Describe procedures to ensure continuity and minimize staff turnover during the engagement of services to the District.

At CW, the team you meet is the team you work with no surprises or staff turnover disruptions.

With a 92% retention rate in 2023–24 and over 40% of staff with 5+ years at the firm,

clients benefit from consistent, experienced teams year after year.

4. **Backup Coverage Procedures:**

Describe procedures to ensure uninterrupted service in the event of illness, turnover, or other unavailability of key personnel.

We have a professional staff of over 65 auditors throughout the state. Our teams are virtual and

adaptable to ensure uninterrupted service.

5. **Timeline Management:**

Describe your firm's process for ensuring audits are completed in time to meet California Education Code deadlines and State Controller reporting requirements.

The table to the right can also be viewed on page

24 of our proposal document.

| Month | Proposed Work | Percentage of Work Done |
|---|---|---|
| February - March | Audit planning, video conference meetings with management and governing board representative | 2% |
| February - April | Attendance and ASB testing | 15% |
| April - June | Tests of internal controls, state and federal compliance testing | 30% |
| September- Early October | Year-end fieldwork | 40% |
| Second Week of November or Earlier | Reports drafted and reviewed with the client. To be finalized by the first week of December | 12% |
| January | Audit Committee or Governing Board presentation (optional) | 0.50% |
| December - January | Federal clearinghouse reports prepared and filed | 0.50% |
| ***Total*** | | **100%** |

## SECTION IV: PRICING & BILLING PRACTICES

1. Are all hourly rates by role (Engagement Partner / Audit Manager / Senior / Staff) included in the Response?
   ☑ Yes ☐ No
2. Billing increment used (e.g., 6-minute, 15-minute increments):
   15 minute increments
3. Is travel time billed?
   ☑ Yes ☐ No
   Actual and Reasonable travel costs will be incurred if in-person site visits or board presentations are requested.
4. Identify non-billable administrative costs (copies, clerical, technology fees, etc.).
   Our fees are all inclusive.

5. Identify all fees, costs, markups, surcharges, or administrative charges that may be billed to the District that are not included in the stated hourly rates or fee proposal. For each item, describe how the fee is calculated and when it may be assessed. Any fee or charge not expressly disclosed shall be deemed non-reimbursable.

Our fees are all inclusive.

6. Confirm that your proposed pricing includes all required components of a California K-12 audit, including but not limited to:

- ☑ Annual Financial Audit
- ☑ Single Audit (if applicable)
- ☑ State Compliance Reporting
- ☑ GASB implementation support
- ☑ Attendance/ADA testing
- ☑ Proposition 39 or Bond Fund audits (if applicable)

## SECTION V: LICENSURE, QUALITY CONTROL & PROFESSIONAL STANDARDS

1. Confirm the firm holds a current and active registration with the **California Board of Accountancy (CBA)**.

☑ Yes Firm License Number: COR 6499 ☐ No

2. Confirm that all signing partners assigned to this engagement hold active California CPA licenses.

☑ Yes ☐ No

3. Is your firm enrolled in and compliant with the **AICPA Peer Review Program**?

☑ Yes ☐ No

Date of most recent Peer Review: December 22, 2023

Result: ☑ Pass ☐ Pass with deficiencies ☐ Fail

4. Attach or describe the results of your most recent peer review, including any findings related to governmental or school district audits.

We have included our most recent peer review opinion letter as an appendix.

5. Describe your firm's use of data analytics or technology in conducting audits.

CW provides a secure, user-friendly portal for managing audit document requests in one centralized location, with real-time updates accessible to all assigned users.

AES 256-bit encryption; data housed in SSAE16 Type II SOC1/SOC2 facilities with daily backups

6. Describe your firm's internal quality control procedures to ensure compliance with:
   - Government Auditing Standards (Yellow Book)
   - GAAS
   - GASB standards
   - California Education Code audit requirements

CW maintains a robust quality control system covering leadership, ethics, client acceptance, personnel, engagement performance, monitoring, and communication. We ensure compliance through regular work paper reviews, staff training, expert consultations, and strong HR practices. Our most recent peer review resulted in the highest rating: "Pass."

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

1. Disclose any current or recent engagements that may pose a conflict of interest with Burbank Unified School District, including services provided to vendors, charter schools, or related entities.

We cannot foresee any potential, apparent or actual conflict of interest.

2. Describe your firm's independence policies and procedures to ensure compliance with Government Auditing Standards independence requirements.

Please see page 15 of our proposal document for Audit Scope & Compliance information.

3. Within the past five (5) years, has your firm or any assigned partner been subject to:
   - CBA disciplinary action? ❑ Yes ■ No
   - AICPA disciplinary action? ❑ Yes ■ No
   - Suspension, probation, or license restriction? ❑ Yes ■ No
     If yes, explain each instance:

4. Disclose any malpractice claims, professional liability claims, or litigation related to audit services within the past five (5) years.

There are none to report.

## SECTION VII: CONTRACT PERFORMANCE, DISPUTES & CLAIMS

1. Within the last five (5) years, has any public agency terminated your firm's audit contract for cause?
   ❑ Yes ■ No

   If yes, explain:

2. Within the last five (5) years, has your firm been removed from a California State Controller's approved K-12 audit firm list or been subject to State review findings?

❑ Yes ■ No

If yes, explain:

_____

_____

_____

_____

3. Within the last five (5) years, has an insurer paid funds due to alleged failure in audit performance?

❑ Yes ■ No

If yes, explain:

_____

_____

_____

_____

4. Within the last five (5) years, has any public agency filed a claim or legal action against your firm related to audit services?

❑ Yes ■ No

If yes, explain:

_____

_____

_____

_____

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**SECTION VIII: CRIMINAL & CIVIL MATTERS**

1. Within the last five (5) years, has your firm or any owner, officer, or partner been convicted of a crime related to fraud, financial misconduct, or public contracting?
   ❑ Yes ■ No

2. Within the last five (5) years, has your firm or any assigned engagement partner been held liable in a civil action involving professional negligence, false claims, or misrepresentation to a public agency?
   ❑ Yes ■ No

3. Within the last five (5) years, has your firm been found in violation of any federal or state law related to public funds, independence standards, or governmental auditing?
   ❑ Yes ■ No

   If yes to any above, explain fully:

_____

_____

_____

_____

_____

<END OF EXHIBIT B>

# SUMMARY OF RELEVANT EXPERIENCE

## *FIRM HISTORY, SERVICES, AND SIZE*

Founded in 2010, CW has grown to over 65 professionals, including eleven CPAs. We serve only local educational agencies (LEAs), including school districts and charter schools, a specialization that sets us apart.

As educational audit specialists, we audit:

- 240+ school districts
- 15 county offices of education
- 150+ Proposition 39 bonds
- 155+ charter schools
- 40+ joint power authorities

Our clients range from large districts to small and mid-sized entities.

## *ORGANIZATIONAL STRUCTURE*

CW's proposed audit team includes representatives from all organizational levels, no joint ventures. The firm is financially stable, debt-free, and has maintained fiscal strength throughout its 20-year history.



## SUMMARY OF RELEVANT EXPERIENCE, CONT'D

### *AUDIT SCOPE AND COMPLIANCE*

CW will conduct audits of Burbank Unified School District's **Annual Financial Statements Proposition 39 Financial and Performance audits,** and **Single Audits under OMB Uniform Guidance (if applicable)** for fiscal years ending June 30, 2026 through June 30, 2028. All work will comply with:

- Education Code §41020
- California K-12 Audit Guide
- Uniform Guidance for Federal Single Audits
- Applicable state laws and regulations (Government Code, Public Contract Code, Education Code, Title 5)

### *GENERAL AUDITING APPROACH*

Our audits follow ***Generally Accepted Auditing Standards (GAAS)*** and ***Government Auditing Standards*** to ensure full compliance with industry expectations. We will adhere to:

- The K-12 Audit Guide (State Controller's Office)
- Government Auditing Standards, including bond performance audit requirements
- OMB Uniform Grant Guidance and Compliance Supplements
- Additional federal and state agency guidelines as applicable

### *CW'S QUALITY CONTROL SYSTEM*

CW maintains a robust quality control system covering leadership, ethics, client acceptance, personnel, engagement performance, monitoring, and communication. We ensure compliance through regular workpaper reviews, staff training, expert consultations, and strong HR practices. Our most recent peer review resulted in the highest rating: "Pass." (See attached appendix.)



## SUMMARY OF RELEVANT EXPERIENCE, CONT'D

### *APPROACH TO FRAUD RISK AND TESTING*

CW designs audit procedures to identify material errors or fraud, assessing risk by transaction type and applying targeted testing. Our approach complies with the clarified Statements on Auditing Standards (SAS).

If fraud is suspected or detected, we promptly notify the appropriate personnel and support timely corrective action. We also have expertise in conducting fraud investigations when needed.

### *MANAGEMENT DISCUSSIONS AND LETTERS*

CW uses the audit to provide feedback on internal controls and data systems, highlighting reportable conditions, strong fiscal practices, and recommendations for improvement.

All findings are discussed with management before finalizing the management letter, which includes the district's response and complies with Government Auditing Standards and State Controller's Office requirements.

### *PLANNING & EXIT MEETINGS*

CW engages district leadership at every audit stage:

- **Planning meeting**: Set timeline, deliverables, and identify high-risk areas.
- **Mid-cycle update**: Share progress, preliminary findings, and status of prior-year corrections.
- **Exit conferences**: Review interim and year-end results to prevent surprises.
- **Draft report review**: Walk through the draft, findings, and management responses.

Ad-hoc meetings are available whenever new issues or questions arise.

### *DEEP BENCH STRENGTH*

CW assigns specialized education-audit teams with industry-leading staff-to-client ratios, ensuring continuity, rapid response, and insights that go beyond compliance, adapting to your schedule, not ours.



# SUMMARY OF RELEVANT EXPERIENCE, CONT'D

## *LIST OF CALIFORNIA COUNTY OFFICES OF EDUCATION & SCHOOL DISTRICT & AUDITS*

CW practices a high standard of auditing and consulting services for Local Education Agencies, including K-12 school districts, charter schools and county offices of education. Below is a sampling of our clients within the last three years:



Service Areas
- Northern California
- Central Valley
- Bay Area & Central Coast
- Southern California
- Los Angeles County

Corporate Headquarters
348 Olive Street
San Diego, CA 92103
T: 619-270-8222
F: 619-260-9085

**Los Angeles County Clients**

| Entity Name | Client Since | Entity Name | Client Since |
|---|---|---|---|
| Acton-Agua Dulce Unified | 2013 | Hacienda La Puente Unified | 2023 |
| Alhambra Unified | 2007 | Lancaster | 2012 |
| Bassett Unified | 2023 | Manhattan Beach Unified | 2023 |
| Beverly Hills Unified | 2022 | Monrovia Unified | 2023 |
| Charter Oak Unified | 2022 | Montebello Unified | 2016 |
| Compton Unified | 2012 | Newhall | 2025 |
| Duarte Unified | 2022 | Palmdale | 2025 |
| East Whittier City | 2013 | Redondo Beach Unified | 2005 |
| Eastside Union | 2018 | South Pasadena Unified | 2012 |
| El Monte Union High | 2023 | South Whittier | 2024 |
| El Rancho Unified | 2024 | Whittier City | 2023 |
| El Segundo Unified | 2023 | Wiseburn Unified | 2012 |
| Glendora Unified | 2014 | | |

In addition to the above District audit clients in LA County, CW is currently contracted with Los Angeles Unifed to perform their Prop 51 bond audits through 2031.

**Southern California Clients**

| Entity Name | Client Since | County | Entity Name | Client Since | County |
|---|---|---|---|---|---|
| Anaheim Elementary | 2007 | Orange | Mt. Baldy Joint Elementary | 2015 | San Bernardino |
| Barstow Unified | 2012 | San Bernardino | Newport-Mesa Unified | 2023 | Orange |
| Cajon Valley Union | 2020 | San Diego | Oak Park Unified | 2017 | Ventura |
| Carlsbad Unified | 2019 | San Diego | Ojai Unified | 2025 | Ventura |
| Carpinteria Unified | 2019 | Santa Barbara | Ramona Unified | 2024 | San Diego |
| Encinitas Union Elementary | 2022 | San Diego | Rio Elementary | 2023 | Ventura |
| Escondido Union High | 2012 | San Diego | Saddleback Valley Unified | 2019 | Orange |
| Garden Grove Unified | 2012 | Orange | San Diego County Office of Education | 2020 | San Diego |
| Hope Elementary | 2019 | Santa Barbara | San Marcos Unified | 2012 | San Diego |
| Kern High | 2019 | Kern | San Pasqual Union | 2012 | San Diego |
| Kernville Union | 2018 | Kern | Santa Maria Joint Union High | 2009 | Santa Barbara |
| La Mesa-Spring Valley | 2012 | San Diego | South Bay Union | 2019 | San Diego |
| Magnolia Union Elementary | 2012 | Imperial | Tehachapi Unified | 2022 | Kern |
| Meadows Union Elementary | 2015 | Imperial | Valley Center-Pauma Unified | 2019 | San Diego |
| Mojave Unified | 2025 | Kern | | | |

# SUMMARY OF RELEVANT EXPERIENCE, CONT'D

## *BOND, JPA, PROPOSITION 51 AND OTHER GOVERNMENTAL AGENCY AUDITS*

In addition to K-12 audits, CW conducts audits of Proposition 39 bonds, Proposition 51 State School Facilities Grants, and Joint Powers Authorities. We also audit over 155 charter audits annually. Below is a sampling of our Prop 39 and other governmental agency audits. All of these audits were conducted within the last three years by our regional teams located throughout the state.

**Los Angeles County Prop 39 Audit Clients**

Alhambra Unified - Measures AE & HS
Beverly Hills Unified - Measures E & BH
Bassett Unified - Measures BB & V
Compton Unified - Measures AAA & S
Duarte Unified - Measures E & S
East Whittier City - Measures R & Z
Eastside Union - Measure ES
El Monte Union High - Measures D & HS
El Rancho Unified - Measures ER, AA & EE
El Segundo Unified - Measure ES
Hacienda La Puente Unified - Measure BB
Monrovia Unified - Measure MM
Montebello Unified - Measures EE, GS & M
Redondo Beach Unified - Measure Q
South Pasadena Unified - Measure SP
Wiseburn Unified - Measure EE

**Southern California Prop 39 Audit Clients**

Barstow Unifed - Measure F
Cajon Valley Union - Prop C & Measure EE
Carlsbad Unified - Measure HH
Carpinteria Unified - Measures U & H
Garden Grove Unified - Measures A & P
Hope Elementary - Measure J
Kern High - Measure K
La Mesa-Spring Valley - Measure V
Newport-Mesa Unified - Measure F
Oak Park Unified - Measure S
Ojai Unified - Measures J & K
Rio Elementary - Measures H & L
Santa Maria Joint Union High - Measure H2016
South Bay Union - Prop X, Measure NN & Y

**JPAs, Grants, Foundations & Other Governmental Agency Clients**

| Entity Name | Client Since |
|---|---|
| Alameda County Schools Insurance Group | 2013 |
| Anaheim Community Foundation | 2015 |
| Anaheim Elementary School Readiess Audit | 2012 |
| Bullis-Purissima Elementary School Foundation | 2023 |
| Butte Schools Self'-Funded Programs | 2020 |
| CA Statewide Delinquent Tax Authority | 2016 |
| California Humanities | 2017 |
| California Schools Employee Benefits Organization | 2023 |
| Central Valley Schools JPA | 2024 |
| CIF Los Angeles Section | 2020 |
| Contra Costa & Solano Counties Self Insurance | 2025 |
| County of Orange, Social Services | 2016 |
| Culver City Education Foundation | 2014 |
| Excelsior Charter Group | 2015 |
| First 5 Del Norte County | 2021 |
| First 5 Glenn County | 2013 |
| First 5 Humboldt | 2012 |
| First 5 Kern | 2019 |
| First 5 Kernville | 2018 |
| First 5 Modoc County | 2021 |
| First 5 Mono County | 2019 |
| First 5 Shasta County | 2019 |
| First 5 Trinity County | 2018 |
| Garden Grove Unified School District School Readiness | 2012 |
| High Tech High GSE | 2012 |
| High Tech High Learning | 2012 |
| Leadership Public Schools 401(a) Plan | 2021 |
| Mendocino Community Network | 2016 |
| Monterey & San Benito Counties Property & Liability | 2018 |
| Monterey COE Programs Foundation | 2021 |
| Monterey County Educational Del. Tax Authority | 2015 |

| Entity Name | Client Since |
|---|---|
| Municipal Insurance Cooperative | 2024 |
| Municipalities, Colleges, Schools Insurance Group | 2024 |
| Newport-Mesa Unified School District School Readiness Audits | 2023 |
| Newport-Mesa Unified School District: Bonita Canyon Public Facilities | 2023 |
| North County Educational Purchasing Consortium | 2014 |
| North Valley Schools Insurance Group | 2024 |
| North Valley Schools Insurance Group II | 2025 |
| Northeastern JPA | 2025 |
| Northern California Community Colleges Self Insurance Authority | 2024 |
| Northern California Regional Liability Excess Fund | 2024 |
| Orange County Fringe Benefits JPA | 2024 |
| Orangewood Foundation | 2023 |
| Protected Insurance Program for Schools & Community Colleges | 2025 |
| Provisional Educational Services, Inc | 2020 |
| Saddleback Valley USD: First 5 Grant | 2021 |
| San Diego County Office of Education: Fringe Benefits Consortium | 2020 |
| San Diego County Office of Education: Risk Management | 2020 |
| San Joaquin County Schools Property & Liability Insurance Group | 2013 |
| San Joaquin County Schools Teacher's College | 2013 |
| San Joaquin County Schools Workers' Compensation Insurance Group | 2013 |
| Santa Cruz County Fire Agencies Insurance Group | 2024 |
| Schools Association for Excess Risk JPA | 2024 |
| Schools Linked for Insurance Management Joint Powers Authority | 2024 |
| Self Insurance Risk Mangement Authority III-For Employee Benefits JPA | 2023 |
| Self Insurance Risk Mangement Authority II-Liability and Property JPA | 2023 |
| Sequoia Grove Charter Alliance | 2022 |
| Small School Districts Association | 2023 |
| Today's Fresh Start | 2024 |
| Ventura County Schools Self-Funding Authority | 2023 |
| Whittier Area Liability & Property Self-Insurance Authority | 2023 |
| Whittier Area Schools Insurance Authority | 2023 |

# REFERENCES

**Kern High School District**
5801 Sundale Avenue
Bakersfield, CA 93309
Years Serviced: 2020 - Present
Services Provided: District, Prop 39 & Prop 51 Audits
ADA: 39,256

**Bob Dickson**
Director of Fiscal Services
bob.dickson@kernhigh.org
(661) 827-3140

**Redondo Beach Unified School District**
1401 Inglewood Avenue
Redondo Beach, CA 90278
Years Serviced: 2007 - Present
Services Provided: District, Prop 39 & Prop 51 Audits
ADA: 9,008

**Laura Chan**
Executive Director, Fiscal Services
lchan@rbusd.norg
(310) 937-1242

**San Marcos Unified School District**
255 Pico Avenue, Suite 250
San Marcos, CA 92069
Years Serviced: 2007 - Present
Services Provided: District, Prop 39 & Prop 51 Audits
ADA: 17,746

**Arazele Salazar**
Executive Director - Fiscal Services
arazele.salazar@smusd.org
(760) 752-1260

**Ojai Unified School District**
703 El Paseo Rd.
Ojai, CA 93030
Years Serviced: 2023 - Present
Services Provided: District & Prop 39 Audits
ADA: 1,880

**Kevin Olson**
Assistant Superintendent, Business
kevin.olson@ojaiusd.org
(805) 640-4300

**Kernville Union School District**
3240 Erskine Creek Road
Lake Isabella, CA 93240
Years Serviced: 2018 - Present
Services Provided: District, Prop 39 & First 5 Grant Audits
ADA: 690

**Lissa Robinson**
Chief Business Officer
lrobinson@kernvilleusd.org
(760) 379-3651 Ext. 403
Confirmed 10.30.24

**Rio Elementary School District**
1800 Solar Drive
Oxnard, CA 93030
Years Serviced: 2023 - Present
Services Provided: District & Prop 39 Audits
ADA: 4,881

**Linda Bekeny**
Assistant Superintindent, Business Services
lbekeny@rioschools.org
(805) 485-3111 Ext. 2104

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** Christy White Associates, Inc. (dba Christy White, Inc.)

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

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School District: Kern High School District ADA: 39,256

Dates of Service: 2020 through the present

Contact Person and Title: Bob Dickson, Director of Fiscal Services

Email and Telephone: bob.dickson@kernhigh.org (661) 827-3140

Scope of Services Provided: District, Prop 39 & Prop 51 Audits

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School District: Redondo Beach Unified School District ADA: 9,008

Dates of Service: 2007 through the present

Contact Person and Title: Laura Chan, Executive Director, Fiscal Services

Email and Telephone: lchan@rbusd.norg (310) 937-1242

Scope of Services Provided: District, Prop 39 & Prop 51 Audits

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School District: San Marcos Unified School District ADA: 17,746

Dates of Service: 2007 through the present

Contact Person and Title: Arazele Salazar, Executive Director - Fiscal Services

Email and Telephone: arazele.salazar@smusd.org (760) 752-1260

Scope of Services Provided: District Audits

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# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** Christy White Associates, Inc. (dba Christy White, Inc.)

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

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School District: Ojai Unified School District ADA: 1,880

Dates of Service: 2023 through the present

Contact Person and Title: Kevin Olson, Assistant Superintendent, Business

Email and Telephone: kevin.olson@ojaiusd.org (805) 640-4300

Scope of Services Provided: District & Prop 39 Audits

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School District: Kernville Union School District ADA: 690

Dates of Service: 2018 through the present

Contact Person and Title: Lissa Robinson, Chief Business Officer

Email and Telephone: lrobinson@kernvilleusd.org (760) 379-3651 Ext. 403

Scope of Services Provided: District, Prop 39 & First 5 Grant Audits

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School District: Rio Elementary School District ADA: 4,881

Dates of Service: 2023 through the present

Contact Person and Title: Linda Bekeny, Assistant Superintendent, Business Services

Email and Telephone: lbekeny@rioschools.org (805) 485-3111 Ext. 2104

Scope of Services Provided: District & Prop 39 Audits

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*This page may be duplicated as necessary.*

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** Christy White Associates, Inc. (dba Christy White, Inc.)

Additional detailed references are available upon request.

| Christy White, Inc.'s School District Clients | | | |
|---|---|---|---|
| Acton-Agua Dulce Unified | Escalon Unified School District | Loma Prieta Union SD | Rincon Valley Union School District |
| Albany Unified School District | Escondido Union High School District | Los Molinos USD | Rio Elementary School District |
| Alhambra Unified School District | Farmersville USD | Lucerne Elementary School District | Roberts Ferry Union School District |
| Alisal Union School District | Ferndale Unified School District | Magnolia Union Elementary School District | Rockford Elementary School District |
| Allensworth Elementary School District | Flournoy Union | Manchester Union Elementary School District | Rocklin Unified School District |
| Alpine County Office of Education | Fort Bragg Unified School District | Manhattan Beach Unified School District | Round Valley Unified School District |
| Alpine County Unified School District | Fortuna Elementary School District | Marin County Office of Education | Saddleback Valley USD |
| Alta-Dutch Flat Union Elementary School District | Fowler Unified School District | Mark Twain Union Elementary School District | Salinas City Elementary School District |
| Amador County Office of Education | Franklin-McKinley School District | Martinez Unified School District | San Antonio Unified School District |
| Amador County Unified School District | Freshwater School District | Marysville Joint Unified School District | San Ardo Union School District |
| Anaheim Elementary School District | Galt Joint Union Elementary School District | Meadows Union Elementary School District | San Diego County Office of Education |
| Auburn Union School District | Garden Grove Unified School District | Mendocino County Office Of Education | San Francisco Unified School District |
| Bangor Union Elementary School District | Geyserville Unified School District | Mendocino Unified School District | San Leandro Unified School District |
| Banta Elementary | Glendora Unified School District | Merced River School District | San Marcos Unified School District |
| Barstow Unified School District | Glenn County Office Of Education | Middletown USD | San Pasqual Union School District |
| Bassett Unified School District | Gold Oak Union School District | Miller Creek School District | Santa Clara County Office of Education |
| Bellevue Union School District | Gold Trail Union School District | Modesto City Schools | Santa Maria Joint Union High School District |
| Beverly Hills USD | Gonzales Unified School District | Monrovia Unified School District | Saratoga Union School District |
| Bolinas-Stinson Union School District | Grass Valley Elementary School District | Monson-Sultana Joint Union Elementary School District | Scotts Valley Unified School District |
| Bradley Union Elementary | Gratton Elementary School District | Montebello Unified School District | Sebastopol Union Elementary School District |
| Brentwood Union School District | Gravenstein Union School District | Monterey Peninsula Unified School District | Sequoia Union Elementary School District |
| Bret Harte Union High School District | Green Point School District | Moraga School District | Shiloh Elementary School District |
| Bridgeville School District | Greenfield Union School District | Moreland School District | Shoreline Unified School District |
| Burlingame School District | Gustine Unified School District | Mountain View Whisman School District | Solana Beach School District |
| Burton Elementary School District | Hacienda La Puente Unified School District | Mt. Baldy Joint Elementary School District | Solano County Office of Education |
| Byron Union Elementary | Hamilton Unified School District | Napa County Office of Education | Soledad Unified School District |
| Cajon Valley Union School District | Hanford Joint Union High School District | Needles USD | South Bay Union School District |
| Calaveras County Office of Education | Happy Valley Union Elementary School District | Nevada Joint Union High School District | South Monterey County Joint Union High School District |
| Calaveras Unified School District | Hayward Unified School District | New Hope Elementary | South Pasadena Unified School District |
| Calistoga Joint Unified School District | Healdsburg Unified School District | New Jerusalem Elementary School District | South Whittier School District |
| Campbell Union High School District | Hope Elementary School District | Newcastle Elementary School District | Springville Union Elementary School District |
| Capay Joint Union Elementary School Dist | Hot Springs School District | Newport-Mesa Unified School District | St. Helena Unified School District |
| Carlsbad Unified School District | Howell Mountain Elementary School District | North Cow Creek Elementary School District | Stanislaus Union School District |
| Carmel Unified School District | Jefferson Elementary School District | Novato USD | Stony Creek Joint Unified School District |
| Carpinteria Unified School District | Kelseyville USD | Oak Park Unified School District | Strathmore Union Elementary School District |
| Charter Oak USD | Kern High School District | Oak View Union Elementary School District | Sundale Union Elementary School District |
| Chatom Union Elementary School District | Kernville Union School District | Oakley Union Elementary School District | Sunnyside Union Elementary School District |
| Chowchilla Elementary School District | King City Union School District | Orick School District | Sylvan Union School District |
| Chualar Union School District | Kit Carson Union Elementary School District | Orinda Union School District | Tamalpais Union High SD |
| Cinnabar Elementary | Kneeland School District | Orland Unified School District | Tehachapi USD |
| Cloverdale Unified School District | Knights Ferry Elementary School District | Oroville Union School District | Tulare County Office of Education |
| Columbine Elmentary School District | Knightsen School District | Outside Creek Elementary School District | Twin Hills Union School District |
| Compton Unified School District | Konocti USD | Palermo Union Elementary School District | Two Rock Union School District |
| Contra Costa County Office Of Education | La Mesa-Spring Valley | Paradise Elementary School District | Upper Lake Unified School District |
| Corning Union Elementary SD | Lafayette School District | Paso Robles Joint Unified School District | Vallecito Union School District |
| Cottonwood Union Elementary School District | Lake County Office Of Education | Piedmont Unified School District | Valley Center-Pauma Unified School District |
| Cuddeback Union Elementary School District | Lake Elementary School District | Piner-Olivet Union School District | Valley Home Joint Elementary School District |
| Cutler-Orosi Joint Unified School District | Lakeport Unified School District | Pittsburg Unified School District | Walnut Creek Elementary School District |
| Delhi Unified School District | Lammersville Unified School District | Pixley Union School District | Waterford Unified School District |
| Dinuba Unified School District | Lancaster School District | Plaza School District | West Contra Costa Unified School District |
| Duarte Unified School District | Laytonville Unified School District | Plumas County Office of Education | West Sonoma County Joint Union High School District |
| Ducor Union Elemenatry School District | Leggett Valley | Plumas Unified School District | Whittier City School District |
| Dunham Elementary School District | Lemon Grove School District | Point Arena Schools District | Willits Unified School District |
| Earlimart School District | Lemoore Union Elementary School District | Pope Valley Union Elementary School District | Willows Unified School District |
| East Whittier City School District | Liberty Elementary School District | Portola Valley School District | Wilmar Union School District |
| Eastside Union School District | Liberty Elementary School District | Potter Valley Community Unified School District | Windsor Unified School District |
| El Monte Union High School District | Linden Unified School District | Princeton Joint Unified School District | Winton School District |
| El Rancho Unified School District | Linns Valley Poso-Flat Union School District | Ramona Unified School District | Wiseburn School District |
| El Segundo Unified School District | Live Oak Unified School District | Redondo Beach Unified School District | Woodlake Unified School District |
| Encinitas Union Elementary School District | Loleta Union School District | Reeds Creek Elementary School District | Woodville Union School District |
| | | Richfield Elementary | Wright Elementary School District |

*This page may be duplicated as necessary.*

# SERVICE DELIVERY METHODOLOGY

Being a leading CPA firm in the LEA industry, we have experience working with State, and Federal agencies in the development of the K-12 audit guide, client resolution of findings, researching laws and regulations and aiding on sensitive client situations further elaborate on our **Audit Project Plan**, below are the five stages of the audit process

***FIVE STAGE AUDIT PLAN***

Stage 1 – Planning and Assessment
Stage 2 – Test of Controls, Data Processing Review, State Compliance, Federal Compliance
Stage 3 – Year-end fieldwork, Financial Statement Substantive Testing
Stage 4 – GASB 34 Entries, Reporting, and Follow-Up
Stage 5 – Audit Committee or Governing Board Presentation

***YEAR-ROUND GASB STATEMENT IMPLEMENTATION AND ON-GOING ASSISTANCE***

The partners at CW are thoroughly knowledgeable about GASB standards. CW has assisted all of our school district audit clients, *without extra charges,* with GASB implementation and on an on-going basis by, for example:

- **GASB 34, Financial Reporting:**
  - Providing training on GASB 34 state software
  - Providing training on conversion entries and GASB 34 reports
  - Providing sample Management Discussion and Analysis reports
- **GASB 68, Accounting for Pensions**
  - Assistance with the fund balance restatement, conversion entries, and financial statement reporting
- **GASB 75, Financial Reporting of Other Postemployment Benefits**
  - Assistance with the fund balance restatement, conversion entries, and financial statement reporting
- **GASB 84, Fiduciary Activities**
  - Assistance in financial reporting changes
- **GASB 87, Leases**
  - Consulting on changes in accounting for leases
  - Support in financial reporting changes
- **GASB 96, Subscription-based Information Technology Arrangements (SBITAs)**
  - Consulting on changes in accounting for SBITAs
  - Support in financial reporting changes
- **GASB 101, *Compensated Absences***
  - Consulting on changes in accounting for compensated absences
  - Support in financial reporting changes

# SERVICE DELIVERY METHODOLOGY, CONT'D

## *RISK ASSESSMENT*

CW applies a risk-based audit approach to ensure effective and efficient audits of LEAs. Our Audit Risk Assessment will cover, at a minimum:

- Internal controls, including EDP systems, cash handling, operations, and segregation of duties
- Compliance with the Education Code and applicable federal and state regulations
- Asset capitalization and depreciation practices

## *DOCUMENTATION OF INTERNAL CONTROL STRUCTURES*

For each engagement, CW evaluates internal control systems, assesses control risk, and recommends improvements. Our audits align with Risk-Based Assessment Standards and include key areas such as:

- Cash receipting and management
- Purchasing, payables, and payroll
- Inventory and fixed assets
- Attendance and compliance reporting
- Financial reporting and student body activities (if applicable)

These evaluations guide our audit planning and help us communicate both strengths and areas for improvement in internal controls.

## *PROPOSED TIMEFRAME*

The following is an estimate of the audit and tax work to be conducted each month. The final schedule would be arranged based on the planning meeting that CW holds with you and your stakeholders.

| Month | Proposed Work | Percentage of Work Done |
|---|---|---|
| February - March | Audit planning, video conference meetings with management and governing board representative | 2% |
| February - April | Attendance and ASB testing | 15% |
| April - June | Tests of internal controls, state and federal compliance testing | 30% |
| September- Early October | Year-end fieldwork | 40% |
| Second Week of November or Earlier | Reports drafted and reviewed with the client. To be finalized by the first week of December | 12% |
| January | Audit Committee or Governing Board presentation (optional) | 0.50% |
| December - January | Federal clearinghouse reports prepared and filed | 0.50% |
| ***Total*** | | **100%** |

Before each phase of the audit, we will discuss the upcoming work with you, provide weekly progress reports, and conduct an exit conference. The exit conference will provide you with the preliminary results of the recent work, recommendations and list any outstanding audit items.

## SERVICE DELIVERY METHODOLOGY, CONT'D

***ESTIMATED HOURS BY MAJOR WORK SEGMENT***

We have reviewed the previous 2023-24 audit report to plan what we believe to be reasonable hours to complete the audit for the 2025-26 fiscal year.

### Estimated Audit Hours - District Audit

| Audit Work Segment | Staff Level Assigned | Estimated Hours of Completion |
|---|---|---|
| **Planning** | | |
| Planning | Partner/Director | 11 |
| Supervision and Quality Control Review | Partner/Director | 6 |
| Fraud Risk Assessment | All Levels | 4 |
| Internal Controls | Supervisor | 8 |
| **Meetings** | | |
| Entrance/Exit Conference/Board | Partner/Director | 15 |
| **Transaction Testing** | | |
| Cash Disbursements | Supervisor/Experienced Staff | 11 |
| Payroll | Supervisor/Experienced Staff | 10 |
| Cash Receipts | Supervisor/Experienced Staff | 10 |
| Journal Entries | Supervisor/Experienced Staff | 6 |
| **State Compliance Testing** | | |
| Attendance and Other Compliance Areas | Experienced Staff | 130 |
| **Federal Compliance Testing** | | |
| Internal Control and Major Program Testing | Director/Supervisor | 48 |
| **Substantive Testing** | | |
| Accounts Payable | Supervisor/Experienced Staff | 10 |
| Accounts Receivable | Supervisor/Experienced Staff | 9 |
| Cash and Investments | Supervisor/Experienced Staff | 9 |
| Revenues | Supervisor/Experienced Staff | 12 |
| Capital Assets | Partner/Director | 8 |
| Long-Term Obligations | Partner/Director | 15 |
| Expenditures | Supervisor/Experienced Staff | 7 |
| Associated Student Body Funds | Supervisor/Experienced Staff | 9 |
| **Report Preparation and Review** | | |
| Audit Reports, Review and Opinions | Partner/Director | 45 |
| Clerical | Administrative Staff | 10 |
| Quality Control | Partner/Director | 8 |
| **Financial and Performance Bond Audit** | All Levels | 47 |
| **Total Estimated District Audit Hours** | | 448 |

# PRICING METHODOLOGY

## *CHRISTY WHITE, INC.'S PROPOSED AUDIT FEES*

We propose to conduct the audit engagement and submit the audit reports in compliance with the instructions provided by the State Controller's Office. The fee schedule below includes a list of personnel by classification assigned to the audits, indicating the estimated number of hours and rate per hour for the audits.

**Burbank Unified School District**
**Annual Independent Audit - Proposed Fees**

| Classification | 2025-26 Billing Rates | Estimated Hours | 2026-27 | Optional Renewals 2027-28 | Optional Renewals 2028-29 |
|---|---|---|---|---|---|
| Partner | $ 310 | 65 | $ 20,150 | $ 21,158 | $ 22,216 |
| Director/Manager | $ 235 | 105 | 24,675 | 25,909 | 27,204 |
| Supervisor | $ 200 | 105 | 21,000 | 22,050 | 23,153 |
| Senior | $ 175 | 105 | 18,375 | 19,294 | 20,259 |
| Staff | $ 135 | 105 | 14,175 | 14,884 | 15,628 |
| Paraprofessionals | $ 95 | 10 | 950 | 998 | 1,048 |
| ***District Total*** | | **495** | **$ 99,325** | **$ 104,293** | **$ 109,508** |

**Annual Financial Statement and Performance Measure ABC Audit - Proposed Fees**

| Classification | 2025-26 Billing Rates | Estimated Hours | 2025-26 | Optional Renewals 2026-27 | Optional Renewals 2027-28 |
|---|---|---|---|---|---|
| Partner | $ 310 | 5 | $ 1,550 | $ 1,628 | $ 1,709 |
| Director/Manager | $ 235 | 10 | 2,350 | 2,468 | 2,591 |
| Supervisor | $ 200 | 10 | 2,000 | 2,100 | 2,205 |
| Senior | $ 175 | 10 | 1,750 | 1,838 | 1,929 |
| Staff | $ 135 | 10 | 1,350 | 1,418 | 1,488 |
| Paraprofessionals | $ 95 | 2 | 190 | 200 | 209 |
| ***Bond Total*** | | **47** | **$ 9,190** | **$ 9,650** | **$ 10,132** |
| ***Maximum Annual Fee for District and Bond Fees**** | | | **108,515** | **113,943** | **119,640** |
| ** Includes all expenses* | | | | | |
| ***Travel Costs for Optional In-Person Committee or Board Meeting (Actual and Reasonable)*** | | | **$ 1,500** | **$ 1,575** | **$ 1,654** |

Actual and Reasonable travel costs will be incurred if in-person site visits or board presentations are requested.

## *FIXED FEE AND FREE ADVISORY SERVICES*

The proposed fees are fixed for the scope described and are on a "not to exceed" basis as follows. Our maximum fees show below are all-inclusive of all costs, including essential travel. We do not bill for advisory services that are related to the audit or an application of accounting standards. We encourage our clients to contact us at any time year-round for free advice on general finance and accounting issues. For additional services and non-customary service our fixed hourly rates are included above by audit year and employee classification.

## *BILLING*

After each major work segment, we bill for the work completed and retain 10% of the contract fee pending final approval of your audit by the State Controller's Office.

December 2, 2025

Governing Board and Management
District Name
Address
Address

We are pleased to confirm our understanding of the services we are to provide for District Name for the fiscal years ending June 30, 2026, 2027 and 2028, with the option to renew for fiscal years ending June 30, 2029, and 2030.

**Audit Scope**
We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of District Name as of and for the fiscal years ending June 30, 2026, 2027 and 2028, , with the option to renew for fiscal years ending June 30, 2029, and 2030. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District Name's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District Name 's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis
2. Budgetary Comparison Schedule
3. Schedule of Changes in OPEB Liability and Related Ratios
4. Schedules of District's Proportionate Share of Net Pension Liability
5. Schedules of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies District Name 's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Schedule of expenditures of federal awards (if Uniform Guidance applies*).
2. Other schedules and/or information as required by the State Controller's Office.

**A Federal Single Audit under Uniform Guidance is applicable in any year that District Name expends more than the Single Audit Threshold in Federal funds.*

SAMPLE

**Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), if applicable.

- An opinion (or disclaimer of opinion) on the District's compliance with the types of compliance requirements described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting,* prescribed in Title 5, *California Code of Regulations,* section 19810.

**Auditor's Responsibilities**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance (if applicable), and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

SAMPLE

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

**Audit Procedures – Internal Controls**

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance (if applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

SAMPLE

**Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District Name's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

When applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of District Name 's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on District Name 's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of District Name in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable); (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

SAMPLE

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, when required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance (if applicable). You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance (if applicable); (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance (if applicable); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

SAMPLE

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of District Name. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If issued, the Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

**Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

SAMPLE

We will provide an electronic and up to NUMBER of copies of our reports to the school district; however, management is responsible for distribution of the reports and the financial statements. We will file the report with the Office of the State Controller, California Department of Education, and the COUNTY NAME County Office of Education by the published deadline. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

| | | | | *optional* | *optional* |
|---|---|---|---|---|---|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 |
| District Audit Fees | $ - | $ - | $ - | $ - | $ - |
| Total Annual Audit Fees | $ - | $ - | $ - | $ - | $ - |

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in District audit requirements as stated in *Government Auditing Standards* or the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel, or (2) any changes in the number of funds or accounts maintained by the District Name during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing and/or planning, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out of pocket costs through the date of termination.

SAMPLE

**No Legal Services**
District Name acknowledges and agrees that Christy White, Inc does not provide legal services or licensed accounting services, and such licensed professional services are not included within the services which Christy White, Inc may provide under this Agreement. District Name agrees to consult a lawyer and/or licensed accountant if District Name seeks legal or accounting advice, and shall not rely on Christy White, Inc for such advice, consultation or services.

**Indemnification**
District Name shall indemnify Christy White, Inc and hold harmless its directors, officers, employees, and agents from and against any and all actions, claims, damages and losses, including attorney's fees that may arise out of or in any way result from the negligent or intentional acts, errors, or omissions of District Name. To the extent that District Name properly directs Christy White, Inc, and to the extent that Christy White, Inc fails to properly perform the Services, Christy White, Inc shall indemnify and hold District Name and its officers and employees harmless from and shall defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part, but only to the extent that they arise from Christy White, Inc's active negligence or express breach of its obligations under this Agreement. Nothing in this Agreement shall require Christy White, Inc to indemnify District Name against claims, demands or suits based upon intentional or negligent acts of District Name, its agents, officers or employees.

**Informal Dispute Resolution and Mediation**
If any dispute arises among the parties, they agree to first try in good faith to settle the dispute within 7 business days following written notice thereof by communications between themselves. If the parties are unable to successfully resolve the dispute through such informal communications, then they shall attempt to do so within 45 days thereafter by mediation in San Diego County, California, either in person or by Zoom, under Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration. Any mediator chosen by the parties must have an accounting background unless they mutually agree in writing after the dispute has arisen to the selection of a mediator that does not have such an accounting background.

**Binding Arbitration**
The parties agree that any claim or controversy that is not resolved through the informal dispute resolution and mediation procedures described above, but which arises out of or relates to this agreement, or accountant's performance or non-performance of services including, without limitation, fees charged by accountant, professional negligence, malpractice, breach of fiduciary duty, and the like will be determined by binding arbitration before the Judicial Arbitration and Mediation Services (JAMS) office in San Diego, California, whether in person or by Zoom. The parties' consent to such jurisdiction and venue, unless they mutually select another venue in writing. Unless expressly set forth to the contrary herein, while the arbitration is pending, the parties shall share the costs of arbitration and arbitrator fees equally. Nevertheless, the arbitrator shall be empowered to reallocate such costs and fees to one side or the other as part of his or her final award. The arbitration will also utilize the then-prevailing comprehensive arbitration rules of JAMS, except that discovery may be taken in that arbitration pursuant to the California Code of Civil Procedure.

The arbitrator to be chosen by the parties shall have an accounting background unless they mutually agree in writing to the selection of an arbitrator that does not have an accounting background. If the parties are unable to agree on the selection of an arbitrator within 14 days after the commencement of the arbitration, then the arbitrator shall be chosen in accordance with the JAMS' rules for arbitrator selection. JAMS shall use its best efforts to include one or more arbitration candidates for the parties to choose from that have an accounting background.

Judgment may be entered upon the arbitrator's award by the San Diego Superior Court. Should District Name refuse or neglect to appear or participate in the binding arbitration proceeding or pay for its share of the arbitration fees and costs, the arbitrator is empowered to decide the claim or controversy in accordance with the evidence presented.

SAMPLE

District Name should realize that by accepting arbitration, IT WILL WAIVE ITS RIGHT TO A JURY TRIAL AND THE RIGHT, EXCEPT UNDER LIMITED CIRCUMSTANCES, TO APPEAL THE ARBITRATOR'S DECISION.

**Cooperation**

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**Audit Periods and Extensions**

The first period to be audited shall be for the fiscal year ending June 30, 2026, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the District. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2028 may be secured on a year-by-year basis, subject to the agreement of the District and the auditor.

**Independence**

Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards,* upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the District Name and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Partner Name, CPA
Title
Christy White, Inc

RESPONSE:
This letter correctly sets forth the understanding of District Name.

| Signature | Title | Date |
|---|---|---|

SAMPLE

# ADDITIONAL INFORMATION

## *PROFESSIONAL ASSOCIATION PARTNERSHIP AND MEMBERSHIPS*

CW is a member of the Private Companies Practice Section (PCPS) and Government Audit Quality Center (GAQC) of the American Institute of CPAs, which requires an independent peer review every three years. We are Premier Partners with the California Association of School Business Officials (CASBO), and we are members of the American Institute of CPAs (AICPA) and the California Society of CPAs. We are also associate members with the California Charter School Association (CCSA), the Government Finance Officers' Association (GFOA), and the Association of Certified Fraud Examiners (ACFE). CW exhibits at many of their annual conferences..

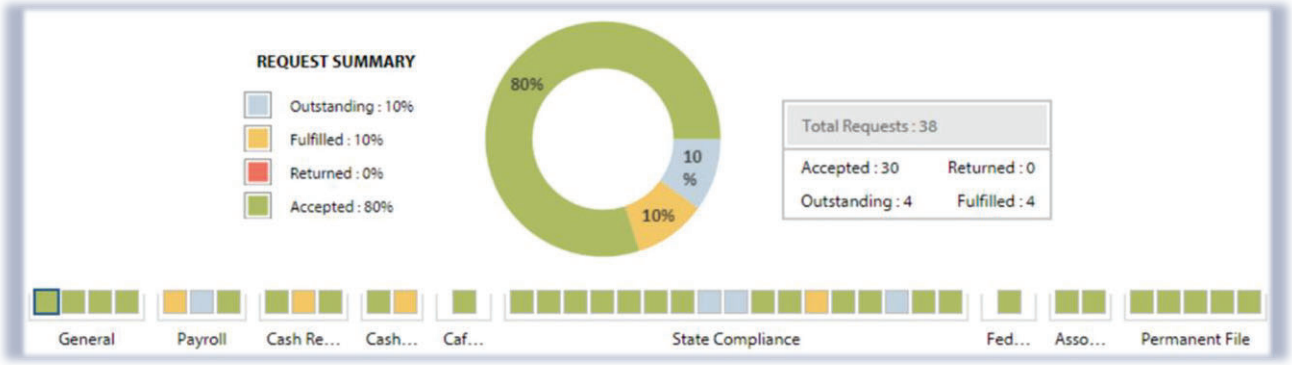
CW is also an active participant with the Education Audit Appeals Panel in developing the annual K-12 audit guide and dialogues regularly with State agencies on audit issues that affect our charter school clients.

## *SECURE AND STREAMLINED DOCUMENT PORTAL*

CW provides a secure, user-friendly portal for managing audit document requests in one centralized location, with real-time updates accessible to all assigned users.

Key features include:

- **Dashboard**: Tracks request status (outstanding, fulfilled, returned, accepted) via a clear, color-coded interface.
- **Top-Tier Security**:
- **Easy Uploads**: Drag and drop files directly to the request—status updates automatically.
- **Custom Notifications**: Receive email updates on activity and status changes, tailored to your preferred schedule.



## ADDITIONAL INFORMATION, CONT'D

Christy White, Inc. (CW) is California's leading CPA firm for Local Educational Agency (LEA) audits, with a dedicated team based across the state. Partner John Whitehouse CPA, and Supervisor Octavio Luquin Herrera will lead audit services for BUSD for fiscal years June 30, 2026 through June 30, 2028.

We stand apart from competitors through:

- **EXPERIENCED LEADERSHIP**: President Christy White Brook, CPA, CFE brings 39 years of expertise. Our partners and managers remain highly accessible throughout the audit.
- **RELIABLE TIMELINESS**: We consistently meet all audit deadlines and state filing requirements.
- **REMOTE TECHNOLOGY**: Our secure online portal, Suralink, enables smooth, efficient, and safe remote audits.
- **PROVEN QUALITY**: Our firm holds a "Pass" peer review rating and all submitted audits have been approved by the State.
- **SEAMLESS PROCESS**: We specialize in government and nonprofit audits, with trained teams, clear planning, minimal disruption, and thorough communication.
- **SOLUTIONS-ORIENTED**: Beyond identifying issues, we help clients implement practical, tailored solutions.

We invite you to review this proposal for details on our approach, qualifications, and references—and look forward to the opportunity to serve Burbank Unified School District.



# *Exhibit D*

## *Declarations and Certifications*

## FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

Note: This document must be executed and submitted with the Proposal.

Business entities entering into contracts with the District 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. Provide an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, to continually monitor and supervise employees. The entity shall verify to the District that the employee charged with monitoring and supervising their employees has no such convictions.
   c. Arrange for surveillance by personnel, with District 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. District 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.

Christy White Associates, Inc. (dba Christy White, Inc.)

Company Name

John Whitehouse Digitally signed by John Whitehouse Date: 2026.05.11 13:38:35 -07'00'

Signature

John Whitehouse

Print Name

May 11, 2026

Date

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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.

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## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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
(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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# DRUG-FREE WORKPLACE CERTIFICATION

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 District 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.

Christy White Associates, Inc. (dba Christy White, Inc.)

Company Name

John Whitehouse Digitally signed by John Whitehouse Date: 2026.05.11 13:39:05 -07'00'

Signature

John Whitehouse

Print Name

May 11, 2026

Date

# NONCOLLUSION DECLARATION

The undersigned declares:

This proposal is submitted independently and in good faith, and is not made in the interest of, or on behalf of, any undisclosed person or entity.

The bidder states that this proposal is genuine and not collusive. The bidder has not directly or indirectly induced or encouraged any other person or entity to submit a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, agreed, or otherwise coordinated with any other bidder to submit a sham bid or to refrain from submitting a proposal.

The bidder has not, by agreement, communication, or discussion with any person or entity, attempted to fix, influence, or control the bid price, or any element of the bid price, including costs, overhead, or profit, for this bid or for any other bidder.

All statements contained in this proposal are true and correct.

The bidder has not disclosed the bid price, any pricing information, or the contents of this proposal to any person or organization for the purpose of restricting competition or securing an unfair competitive advantage. The bidder has not paid, and will not pay, any person or entity to engage in such conduct.

If this declaration is executed on behalf of a corporation, partnership, joint venture, limited liability company, or other legal entity, the undersigned declares that they are duly authorized to execute this declaration and submit the proposal 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.

Christy White Associates, Inc. (dba Christy White, Inc.)

Company Name

John Whitehouse Digitally signed by John Whitehouse Date: 2026.05.11 13:39:18 -07'00'

Signature

John Whitehouse

Print Name

May 11, 2026

Date

# WORKERS' COMPENSATION CERTIFICATION

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 District with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the District will receive thirty (30) days' notice of cancellation.

Christy White Associates, Inc. (dba Christy White, Inc.)

Company Name

John Whitehouse Digitally signed by John Whitehouse Date: 2026.05.11 13:39:37 -07'00'

Signature

John Whitehouse

Print Name

May 11, 2026

Date

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 agreement.

# CERTIFICATION REGARDING RESPONSE

The undersigned certifies, represents, and warrants as follows:

1. **Authority to Submit Response**
   The undersigned is a duly authorized representative of the Proposer and is fully authorized to submit this Response on behalf of the Proposer and to bind the Proposer to the statements, representations, and commitments contained therein.
2. **Accuracy and Completeness of Response**
   The undersigned certifies that the Response submitted is **true, complete, and not misleading**, and that no material facts relevant to the District's evaluation of the Response have been omitted.
3. **Binding Representations**
   The Proposer agrees to be **bound by all representations and statements** made in the Response, including all certifications, assurances, and commitments contained therein.

The undersigned declares **under penalty of perjury under the laws of the State of California** that the foregoing certifications and representations are true and correct.

Christy White Associates, Inc. (dba Christy White, Inc.)

Company Name

John Whitehouse Digitally signed by John Whitehouse Date: 2026.05.11 13:39:46 -07'00'

Signature

John Whitehouse

Print Name

May 11, 2026

Date

## ASSURANCES, CERTIFICATION REGARDING RESPONSE & SIGNATURE PAGE

CW is a professional accountancy corporation, incorporated in the State of California. CW is licensed by the State Board of Accountancy, as Christy White Associates, Inc. We are a majority women-owned firm. The California State Controller's Office CPA Directory lists Christy White as an eligible CPA firm that conducts LEA audits.

CW is an equal opportunity employer. We do not discriminate based on race, ethnicity, age, or religion. We comply with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable federal and state laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

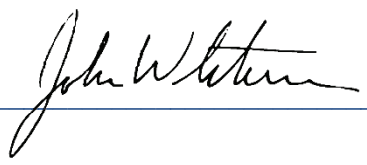
CW has among the highest initial report acceptance rates compared to other CPA Firms, with 100% of reports ultimately approved. Rarely is a report submitted after the December 15th due date and then only with notification and approval by the district/charter's county office of education.

CW understands that the primary purpose of the audit as specified herein is to express an opinion on the financial statements that such an audit is subject to the inherent risk that errors or fraud may not be detected. If conditions are discovered which lead to the belief that material errors or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the District. No extended services will be performed unless they are authorized by the District and the agreement covering the work to be done has been amended to reflect such extended services.

CW certifies that in accordance with auditing standards and other applicable guidelines and regulations, we will select the necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts. Under penalty of perjury under the laws of the State of California that: (i) the Proposer is duly authorized to submit the Response; (ii) the Response is true, complete, and not misleading; and (iii) the Proposer agrees to be bound by the representations made in the Response. The certification shall be in the form required by the District and shall be included as part of the Response.

CW has a standing record of performing quality audits. Our clients and the State Controller's Office have accepted all of our audit reports. Additionally, we have not been involved in litigation or any investigation by a state, federal, or professional agency. CW respectfully submits the enclosed proposal for auditing services to Burbank Unified School District. We look forward to working with the Burbank Unified School District. Please do not hesitate to contact us with any questions or to arrange an interview. Thank you!

**Name of Accounting Firm: Christy White Inc.**

**Authorized By:** 

**Name:** **John Whitehouse CPA**
**Title:** **Partner**
**Date:** **May 12, 2026**

# APPENDICES

CHRISTY WHITE

# QUALITY CONTROL PEER REVIEW OPINION

**Report on the Firm's System of Quality Control**

December 22, 2023

To Christy White Associates, Inc. and the Peer Review Committee of the California Society of CPAs:

We have reviewed the system of quality control for the accounting and auditing practice of Christy White Associates, Inc (the firm) in effect for the year ended December 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards,* Including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Christy White Associates, Inc in effect for the year ended December 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Christy White Associates, Inc has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants

CHRISTY WHITE

# INSURANCE CERTIFICATES

# CAMICO MUTUAL INSURANCE COMPANY
# DECLARATIONS
# ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY

Policy Number: CAL108463-15

| | | |
|---|---|---|
| Effective Date: | 8/1/2025 | at 12:01 A.M. Standard time at the address shown below |
| Expiration Date: | 8/1/2026 | at 12:01 A.M. Standard time at the address shown below |
| *Retroactive Date*: | 8/1/2010 | |

Item 1 - *Named Insured*: Christy White, A Professional Accountancy Corporation

Item 2 - Business Address: 348 Olive St
San Diego, CA 92103

| | | |
|---|---|---|
| Item 3 - Limits of Liability: | $1,000,000 | Per *Claim* |
| | $3,000,000 | Policy Aggregate |
| Item 4 - Deductibles: | $10,000 | Per *Claim* Deductible |
| Item 5 - Total Premium: | $71,969.00 | |

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

| | | |
|---|---|---|
| PL-1000-A | 07/14 | Accountants Professional Liability Insurance Policy |
| PL-2001-A (CA) | 11/21 | State Endorsement - California |
| PL-1007-A | 07/14 | Exclusion - Claims Following Insured's Suit for Fees |
| PL-1034-A | 07/14 | Excluded Entities Endorsement |
| PL-1049-A | 07/14 | Privacy and Client Network Damage Endorsement |
| PL-1056-A | 06/16 | Multiple Claims and Related Acts, Errors and Omissions Amendment |
| PL-1059-A | 11/21 | CyberCPA Endorsement |
| PL-1060-A | 11/21 | Sanctions Limitation and Exclusion |

**PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.**

**CAMICO Mutual Insurance Company**



Authorized Representative

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/17/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| PAYCHEX INSURANCE AGENCY INC/PAC<br>76250885<br>225 KENNETH DRIVE STE 110<br>ROCHESTER NY 14623 | PHONE (A/C, No, Ext): (877) 266-6850 | FAX (A/C, No): (585) 389-7894 |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC# |
| | INSURER A : Hartford Casualty Insurance Company | 29424 |
| INSURED<br>CHRISTY WHITE ACCOUNTANCY CORPORATION<br>348 OLIVE ST<br>SAN DIEGO CA 92103-6216 | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| | COMMERCIAL GENERAL LIABILITY | | | | | | EACH OCCURRENCE | |
| | CLAIMS-MADE / OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | |
| | | | | | | | MED EXP (Any one person) | |
| | | | | | | | PERSONAL & ADV INJURY | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | |
| | POLICY / PRO-JECT / LOC | | | | | | PRODUCTS - COMP/OP AGG | |
| | OTHER: | | | | | | | |
| | **AUTOMOBILE LIABILITY** | | | | | | COMBINED SINGLE LIMIT (Ea accident) | |
| | ANY AUTO | | | | | | BODILY INJURY (Per person) | |
| | ALL OWNED AUTOS / SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | |
| | HIRED AUTOS / NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | |
| | | | | | | | | |
| | **UMBRELLA LIAB** / OCCUR | | | | | | EACH OCCURRENCE | |
| | **EXCESS LIAB** / CLAIMS-MADE | | | | | | AGGREGATE | |
| | DED / RETENTION $ | | | | | | | |
| A | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** | | | | | | X PER STATUTE / OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N | N/ A | | 76 WEG BG0HJ9 | 08/15/2025 | 08/15/2026 | E.L. EACH ACCIDENT | $1,000,000 |
| | **(Mandatory in NH)** | | | | | | E.L. DISEASE -EA EMPLOYEE | $1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - POLICY LIMIT | $1,000,000 |
| | | | | | | | | |

***DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES*** **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

For Informational Purposes
348 OLIVE ST
SAN DIEGO CA 92103-6216

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

Susan L. Castaneda

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CHRIWHI-01 AORSIN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/4/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| Fusco & Orsini Insurance Services, Inc.<br>5095 Murphy Canyon Road, Suite 200<br>San Diego, CA 92123 | PHONE (A/C, No, Ext): (858) 384-1506 | FAX (A/C, No): (800) 209-9298 |
| | E-MAIL ADDRESS: service@foagency.com | |

| INSURED | INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|---|
| Christy White Accountancy Corporation<br>348 Olive Street<br>San Diego, CA 92103 | INSURER A : Pacific Employers Insurance Company | 22748 |
| | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | D0326953A | 8/29/2025 | 8/29/2026 | EACH OCCURRENCE | $ 2,000,000 |
| | [ ] CLAIMS-MADE [X] OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ 1,000,000 |
| | | | | | | | MED EXP (Any one person) | $ 10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $ 2,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $ 4,000,000 |
| | X POLICY [ ] PRO-JECT [ ] LOC | | | | | | PRODUCTS - COMP/OP AGG | $ 4,000,000 |
| | [ ] OTHER: | | | | | | | $ |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | [ ] ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | [ ] UMBRELLA LIAB [ ] OCCUR | | | | | | EACH OCCURRENCE | $ |
| | [ ] EXCESS LIAB [ ] CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | [ ] DED [ ] RETENTION $ | | | | | | | $ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N | | | | | | [ ] PER STATUTE [ ] OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) | N / A | | | | | E.L. EACH ACCIDENT | $ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| | | | | | | | | |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Verification of Coverage

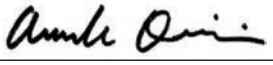
**CERTIFICATE HOLDER**

Verification of Coverage

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

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AORSIN

# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY) 09/04/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| Fusco & Orsini Insurance Services, Inc.<br>5095 Murphy Canyon Road, Suite 200<br>San Diego, CA 92123 | PHONE (A/C, No, Ext): (858) 384-1506 | FAX (A/C, No): (800) 209-9298 |
| | E-MAIL ADDRESS: service@foagency.com | |
| | PRODUCER CUSTOMER ID: CHRIWHI-01 | |

| INSURED | INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|---|
| Christy White Accountancy Corporation<br>348 Olive Street<br>San Diego, CA 92103 | INSURER A : Pacific Employers Insurance Company | 22748 |
| | INSURER B : | |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
1 1 348 Olive St, San Diego, CA, 921036216

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YYYY) | POLICY EXPIRATION DATE (MM/DD/YYYY) | COVERED PROPERTY | LIMITS |
|---|---|---|---|---|---|---|
| A | [X] PROPERTY<br>CAUSES OF LOSS / DEDUCTIBLES<br>[ ] BASIC — BUILDING<br>[ ] BROAD — CONTENTS 500<br>[X] SPECIAL<br>[ ] EARTHQUAKE<br>[ ] WIND<br>[ ] FLOOD | D0326953A | 08/29/2025 | 08/29/2026 | [ ] BUILDING<br>[X] PERSONAL PROPERTY<br>[ ] BUSINESS INCOME<br>[ ] EXTRA EXPENSE<br>[ ] RENTAL VALUE<br>[ ] BLANKET BUILDING<br>[ ] BLANKET PERS PROP<br>[ ] BLANKET BLDG & PP | $<br>$ 100,000<br>$<br>$<br>$<br>$<br>$<br>$ |
| | [ ] INLAND MARINE<br>CAUSES OF LOSS<br>[ ] NAMED PERILS | TYPE OF POLICY<br>POLICY NUMBER | | | | $<br>$<br>$<br>$ |
| | [ ] CRIME<br>TYPE OF POLICY | | | | | $<br>$<br>$ |
| | [ ] BOILER & MACHINERY / EQUIPMENT BREAKDOWN | | | | | $<br>$ |
| | | | | | | $<br>$ |

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Verification of Coverage

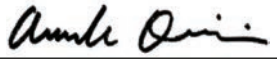
**CERTIFICATE HOLDER**

Verification of Coverage

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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# CHRISTY WHITE

## BUSINESS LICENSES AND CERTIFICATE OF PAYMENT OF BUSINESS TAX

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA BOARD OF ACCOUNTANCY
2450 Venture Oaks Way, Suite 300
Sacramento, CA 95833
Telephone: (916) 263-3680
Facsimile: (916) 263-3672

Renewal Permit

**Accountancy Corporation**

Permit No. COR 6499
Receipt No. 00339412

Valid Until: 7/31/2026

CHRISTY WHITE, ASSOCIATES, A PROFESSIONAL ACCOUNTANCY CORPORATION
348 OLIVE STREET
SAN DIEGO, CA 92103-6216

In accordance with the provisions of Chapter 1, Division 3 of the Business and Professions Code, the firm named hereon is duly registered and entitled to practice as a Corporation.

348 OLIVE STREET
SAN DIEGO, CA 92103

----- POST IN PUBLIC VIEW -----

WABCOR 04/12/17

POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

**CITY OF SAN DIEGO * CERTIFICATE OF PAYMENT OF BUSINESS TAX**

CHRISTY WHITE ACCOUNTANCY CORPORATION
CARRIE ASH
348 OLIVE ST
SAN DIEGO CA 92103-6216

Certificate Number: B2011026573

Business Name: CHRISTY WHITE ACCOUNTANCY CORPORATION
Business Owner: CHRISTY WHITE ACCOUNTANCY CORPORATION
Business Address: 348 OLIVE ST
SAN DIEGO CA 92103-6216

Primary Business Activity: OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS

Secondary Business Activity:

Effective Date: 08/01/2025
Expiration Date: 07/31/2026

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS – PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

# Secretary of State
# Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

| | |
|---|---|
| Entity Name: | CHRISTY WHITE, A PROFESSIONAL ACCOUNTANCY CORPORATION |
| Entity No.: | 3298217 |
| Registration Date: | 06/22/2010 |
| Entity Type: | Stock Corporation - CA - Professional |
| Formed In: | CALIFORNIA |
| Status: | Active |

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.

IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of April 03, 2025.

SHIRLEY N. WEBER, PH.D.
Secretary of State

Certificate No.: 313678025

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at bizfileOnline.sos.ca.gov.

CHRISTY WHITE

# SMALL BUSINESS ENTERPRISE CERTIFICATE

Printed on: 7/13/2022 11:09:37 AM

To verify most current certification status go to: https://www.caleprocure.ca.gov

DGS
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

# Office of Small Business & DVBE Services

**Certification ID:** 2007997

**Legal Business Name:**
Christy White Associates, Inc.

**Doing Business As (DBA) Name 1:**

**Doing Business As (DBA) Name 2:**

**Address:**
348 Olive Street
San Diego
CA 92103

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christywhite.com

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619/270-8222

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619/260-9085

**Business Types:**
Service

| Certification Type | Status | From | To |
|---|---|---|---|
| SB | Approved | 07/13/2022 | 01/31/2025 |

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Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| SUBMITTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with CWDL for Annual Measure ABC Financial and Performance Audits |

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**Background:**

The District is completing the final year of its current three-year agreement for independent auditing services. In preparation for the expiration of the current agreement, the District conducted a competitive Request for Proposal (RFP) process to procure independent auditing services for both the District's annual financial audit and Proposition 39 financial and performance bond audits.

Following review and evaluation of the proposals received, CWDL, Certified Public Accountants was determined to be the firm best qualified to provide the District's Proposition 39 financial and performance auditing services for Measure ABC.

**Fiscal Impact:**

The total cost of the agreement for the initial three-year period is $27,336, funded from the Measure ABC Bond Fund, as follows:

| Fiscal Year | Annual Cost |
|---|---|
| **2025-26** | **$8,575** |
| **2026-27** | **$9,103** |
| **2027-28** | **$9,658** |

**Recommendation:**

It is the recommendation of District administration that the Board of Trustees approve the Agreement with CWDL for Annual Measure ABC Financial and Performance Audits, as presented.

CWDL

July 6, 2026

Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

We are pleased to confirm our understanding of the services we are to provide Burbank Unified School District (the "District") for the years ending June 30, 2026 through June 30, 2028, with the option to renew the years ending June 30, 2029 through June 30, 2030.

**Audit Scope and Objectives**

This engagement is limited solely to the annual Proposition 39 financial and performance audits of the District's Measure ABC (the "Bond Fund(s)") General Obligation Bond Program for the years ending June 30, 2026 through June 30, 2028, with the option to renew the years ending June 30, 2029 through June 30, 2030. No services related to the District's annual financial audit, other bond measures, or other agreed-upon procedures are included unless authorized through a separate written engagement. These audits will be conducted in accordance with the requirements under Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

The objectives of our financial audit(s) are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. In addition, the objectives of our performance audit(s) are to determine whether the District complied with the requirements over the deposit and use of Bond Fund(s); and issue an opinion on compliance with the performance requirements of Proposition 39, which include assessing whether the expenditures are allowable under applicable laws, regulations, and the voter-approved measure(s).

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**Auditors' Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records of the District's Bond Fund(s) and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may have direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Revenue Recognition
- Improper use of restricted resources.

**Auditors' Responsibilities for the Audit of the Financial Statements, continued**

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

**Audit Procedures – Internal Control**

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations, and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months, if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.dd At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

**Responsibilities of Management for the Financial Statements, continued**

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

**Other Services**

We will also assist in preparing the financial statements and related notes of the District's Bond Fund(s) in conformity with GAAP based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

The engagement partner shall meet with District management during planning, fieldwork, and prior to issuance of the reports to discuss audit progress, preliminary observations, and anticipated findings.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CWDL and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California State Controller's Office (SCO) or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

**Engagement Administration, Fees, and Other, continued**

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the SCO. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John Dominguez, CPA, CFE, CGMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit at a mutually agreeable time and to issue our reports no later than March 31 following the close of each year.

Our annual fee for these services for the years ending June 30, 2026 through June 30, 2028, with the option to renew the years ending June 30, 2029 through June 30, 2030, are as follows:

| | | | | Optional Years | |
|---|---|---|---|---|---|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 |
| Bond Financial and Performance Audit(s): | | | | | |
| Measure ABC | $8,575 | $9,103 | $9,658 | $10.240 | $10,853 |

These amounts represent the total annual fee for both the required Proposition 39 Financial Audit and Proposition 39 Performance Audit for Measure ABC.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. No additional billable services beyond the fees identified in this agreement shall be performed without prior written authorization from the District.

**Reporting**

We will issue a written report upon completion of our audit of the District's Bond Fund(s) financial statements. Our report will be addressed to governing board and bond oversight committee of the District's Bond Fund(s). Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

**Reporting, continued**

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

The engagement includes attendance at one Citizens' Bond Oversight Committee meeting and one Governing Board meeting each fiscal year for presentation of audit results.

The auditor shall promptly notify the District's Assistant Superintendent of Business Services of any significant deficiencies, material weaknesses, suspected fraud, illegal acts, questioned costs, misuse of bond proceeds, or other significant compliance issues identified during the course of the engagement, without waiting for issuance of the final audit reports. Draft reports shall first be provided to District management for factual review before final issuance.

Upon termination or completion of the engagement, the auditor shall reasonably cooperate with any successor auditor.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



John Dominguez, CPA, CFE, CGMA
Partner and Authorized Representative
CWDL, Certified Public Accountants

RESPONSE:
This letter correctly sets forth the understanding of the District.

Signature: _____

Date: _____

Title: _____

BURBANK UNIFIED SCHOOL DISTRICT

# BURBANK UNIFIED SCHOOL DISTRICT

## REQUEST FOR PROPOSAL #2526-019

## K-12 LOCAL AGENCY AND BOND AUDITING SERVICES

| | |
|---|---|
| Release Date: | April 24, 2026 |
| Deadline For Submitting Questions: | May 6, 2026 at 2:00 PM PDT |
| Deadline for Submitting Responses: | May 15, 2026, at 2:00 PM PDT |

1900 W. Olive Ave. • Burbank, CA 91506 • (818) 729-4400

## SECTION 1. INTRODUCTION

The Burbank Unified School District ("District" or "BUSD") is a public school district located in Los Angeles County, California, serving students from Preschool through Grade 12. The District is governed by an elected Board of Education ("Board") and operates in compliance with all applicable federal, state, and local laws, regulations, and reporting requirements. BUSD serves a diverse student population of approximately 15,000 students.

In November 2024, voters in Burbank approved Measure ABC, a school facilities bond authorizing nearly $500,000,000 in facilities and infrastructure funding to be expended over a ten-year period. Expenditures of these funds are subject to heightened fiscal oversight, public transparency, and statutory audit requirements pursuant to California law.

The District is issuing this Request for Proposals ("RFP") to solicit proposals from qualified and experienced Auditing Firms ("Proposers") to provide K-12 Local Educational Agency Auditing Services and/or School Bond Auditing Services. Auditing Services may include, but are not limited to, annual and periodic financial, compliance, and performance audits associated with District operations and voter-approved bond measures.

Audits related to Measure ABC are anticipated to be conducted in accordance with applicable provisions of the California Education Code, including but not limited to sections 15280–15286 and 41020; the California State Controller's Office and California Department of Education Audit Guide; Generally Accepted Government Auditing Standards (GAGAS, "Yellow Book"); and other relevant professional standards issued by the American Institute of Certified Public Accountants (AICPA). Bond audits are expected to include verification that bond proceeds are expended solely for the purposes authorized by voters and that such expenditures are properly accounted for and publicly reported. Bond audit services shall include coordination with the Citizens' Oversight Committee and presentation of findings as requested.

The District may select one or more Proposers to enter into an agreement ("Agreement") for Auditing Services. Proposals will be reviewed and evaluated in accordance with California Government Code section 53060 and other applicable procurement laws. Issuance of this RFP does not obligate the District to award a contract, to procure any services, to follow a formal competitive bidding process, or to pay any costs incurred in the preparation or submission of a proposal.

The District recognizes that Proposers will expend considerable time and effort in preparing responses to this RFP and sincerely appreciates your interest and participation in this process.

## SECTION 2. ANTICIPATED TIMELINE FOR SELECTION OF AUDIT FIRM(S)

The District anticipates the following schedule; however, all dates are subject to change at the District's sole discretion.

| Event | Date |
|---|---|
| RFP Release Date | April 24, 2026 |
| Deadline for Submitting Questions | May 6, 2026 at 2:00 PM PDT |
| Deadline for Submitting Responses | May 15, 2026, at 2:00 PM PDT |
| Interviews (if conducted) | Time to be Determined by District |
| Anticipated Board Approval | June 2026 |

## SECTION 3. REGISTRATION WITH DISTRICT REQUIRED

Proposers must create a profile and register through the District's PlanetBids portal as a prospective bidder prior to submitting a response. Registration is required to receive addenda and updates related to this RFP. (https://vendors.planetbids.com/portal/71953/portal-home).

## SECTION 4: ADDITIONAL INFORMATION

**4.1 Addenda to RFP.** The District may issue one or more addenda to this RFP, and the District will provide notice of each addendum to each Auditing Firm that has registered with the District as provided in Section 3 of this RFP.

**4.2 Modification or Withdrawal of Response.** At any time prior to the Deadline for Submitting Responses, a Proposer may: (i) modify its Response by withdrawing the original Response through the bid solicitation page, together with a submission of a modified Response; or (ii) withdraw its Response through the bid solicitation page.

**4.3 Responsibility for Costs.** Each Proposer shall be responsible for paying any and all costs that it incurs in connection with the preparation and submission of its Response, together with any and all expenses associated with travel to and/or participation in any interview or other meeting or presentation. In no event will the District reimburse any Proposer for any such costs or expenses.

**4.4 Disclosure of Responses.** Except as provided in Section 4.5, below, in regard to Auditing Service Questionnaires, the District will consider each Response to be a public record, which the District may disclose in accordance with California law or otherwise. In that regard, Responses shall not be deemed or construed to include any proprietary or other confidential information, and the District shall not be responsible or liable for disclosure of any information included in a Proposer's Response that the Proposer believes is proprietary or confidential information.

**4.5 Auditing Services Questionnaire.** Each Proposer must fully complete, and include in its Response, a copy of the Auditing Services Questionnaire attached as Exhibit "B" to this RFP. The District will use the responses to the questionnaire to evaluate the Proposer and, if applicable, to include relevant responses as service provisions of the Proposer's Agreement. THE DISTRICT WILL CONSIDER COMPLETED AUDITING SERVICES QUESTIONNAIRES TO BE CONFIDENTIAL INFORMATION AND WILL ENDEAVOR TO AVOID DISCLOSING THOSE QUESTIONNAIRES TO OTHER PERSONS OR ENTITIES. In the event the District receives a California Public Records Act request for disclosure of any Auditing Services Questionnaire, the District will so advise the Proposer that submitted the Auditing Services Questionnaire and allow that Proposer a reasonable time, not in excess of ten days, to take action to resist disclosure. The District will exercise care in applying these confidentiality provisions, but the District assumes no responsibility or liability whatsoever for disclosure of any Questionnaire, and, by submitting a Response, a Proposer thereby agrees that the District shall not be liable for any damage or injury that results from any disclosure that may occur.

**4.6 Ownership of Docnments and Use of Ideas.** All Responses and other materials submitted in response to this RFP shall become the property of the District, and the District shall have no obligation to return any such materials to Proposer that submitted them. The District may use any ideas set forth in a Response, regardless of whether the District awards an Agreement to the Proposer that submitted that Response.

**4.7 Award of an Agreement Not Guaranteed.** Neither this RFP, nor any Response, shall be deemed or construed to: (i) create any contractual relationship between the District and any Proposer; (ii) create any obligation, express or implied, for the District to enter into a contract with any Proposer or other party; or (iii) serve as the basis for a claim for reimbursement of costs associated with submittal of any Response. If the District awards a contract for the Auditing Services, it shall be in the form of a mutually accepted Agreement reviewed by the District through the RFP process. In no event shall any Agreement be valid or binding unless and until it has been approved or ratified by the Board of Education of the Burbank Unified School District ("Board").

**4.8 Review of Audit Services Agreement.** The District intends that, with the exception of the non-negotiable terms listed in Section 4.8, the final Auditing Services Agreement shall be negotiated between the District and the selected Proposer(s). The District shall have the sole and absolute discretion with respect to whether it accepts the terms proposed by Proposers.

**4.8.1 District Non-Negotiable Terms.** The District has determined that certain contractual terms are material, non-negotiable, and in the District's best interest covered under California law. These terms will not be modified. Proposers must either (i) expressly accept these terms, or (ii) clearly identify any requested exceptions. Requested exceptions may be grounds for rejection or for reduced evaluation scores, as determined by the District. The following provisions are deemed essential and non-negotiable:

a. **Governing Law and Venue.** California law governs the Agreement. The venue shall be Los Angeles County, California.
b. **Board Approval Requirement.** No agreement is binding unless and until approved or ratified by the Board of Education.
c. **Independent Contractor Status.** The Auditing Firm shall act solely as an independent contractor and shall not be deemed an employee or agent of the District.
d. **Conflicts of Interest and Compliance with Law.** Strict compliance with Government Code sections 1090, 87100 et seq., the Political Reform Act, and all applicable ethics laws is required. The Auditing Firm represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance or services required under the Agreement, and that no person having any such interest shall be subcontracted in connection with this Agreement, or employed by the Auditing Firm.
e. **Indemnification and Defense.** The Auditing Firm shall defend, indemnify, and hold harmless the District and its Board, officers, and employees to the fullest extent permitted by California law.
f. **Insurance Requirements.** Maintenance of professional liability insurance throughout the term of this Agreement in accordance with District minimum requirements. Such insurance shall have limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate.
g. **Termination for Convenience.** The District may terminate the agreement for convenience upon written notice, without cause.
h. **No Assignment or Subcontracting Without Consent.** The Auditing Firm may not assign or subcontract services without prior written District approval.
i. **Billing Controls and Audit Rights.** The District retains the right to review, audit, and dispute billing records.

j. **No Limitation of Liability.** Any limitation of liability or waiver of consequential damages in favor of the Auditing Firm is expressly rejected.

k. **Records Retention and Public Records Act Compliance.** The Auditing Firm must comply with applicable records retention requirements and cooperate with Public Records Act obligations.

l. **Data Security.** The Auditing Firm shall maintain appropriate data security and confidentiality protections consistent with applicable state and federal laws.

m. **Payment Terms.** The District shall pay all undisputed invoices within forty-five (45) days of receipt. In the event payment is delayed due to circumstances beyond the District's reasonable control, no interest, late charges, administrative fees, or other additional amounts shall accrue or be assessed on any unpaid balance. Any delay in payment shall not excuse, suspend, or otherwise relieve Auditing Firm of its obligation to continue performance and complete all services in accordance with the terms of this Agreement.

**4.9 Unethical Behavior.** By submitting a Response, a Proposer shall be deemed to represent and warrant that neither it nor any of its agents or other representatives gave or offered to give any gratuity (in the form of entertainment, money, gifts, or anything else of value) to any member of the District Board or other District officer or employee, with the intent or goal of obtaining favorable treatment in connection with the selection of the Auditing Firms that will provide Auditing Services. If the District determines that a Proposer has breached or violated such warranty: (i) the District may terminate, at any time and in whole or in part, the Auditing Services Agreement and, in the District's sole discretion and to the extent permitted by law, ANY OTHER CONTRACT that the District has with that Auditing Firm; and (i) that the Proposer shall be responsible and liable for any and all associated costs, losses, and/or damages incurred by the District. The rights and remedies of the District pursuant to this paragraph: (i) are not exclusive and are in addition to any other rights and remedies the District may have pursuant to law or contract; and (ii) shall survive award of an Agreement.

**4.10 District Rights.** The District shall have the rights, among any and all others, to: (i) waive any or all irregularities in any one or more Responses; (ii) reject any and all Responses that, as determined by the District;(iii) not award any one or more Agreements, regardless of whether the District issues a new or alternate Request for Proposals; and/or (iv) select, from among the Proposers that submit Responses, the Auditing Firm that the District determines has the requisite experience, qualifications, judgment, and competence to provide the Auditing Services and will be the best fit with the District and best accomplish the District's goals for the Auditing Services.

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## SECTION 5: REQUIRED CONTENT OF RESPONSE

In order to be considered responsive to this RFP, a Response must include all of the information described in this Section, in the order set forth below. The District may reject a Response as being non-responsive if it exceeds a total of 30 pages, which, among other things, includes required certifications as described below. Note that the 30-page limit excludes required forms and exhibits (Exhibits B–D) and does not apply to the table of contents or to resumes or profiles of the Auditing Firms' key personnel enclosed with a Response — however, in no event shall the table of contents or any resume/profile exceed a total of one page.

**5.1 Response Cover (one page):** The cover to the Response may include only the following information:

RFP Number: 2526-019
Addenda Acknowledged: Addendum No.(s)
Response Title (if any):
Auditing Firm Name
Authorized Contact Person
Mailing Address
Telephone Number
Auditing Firm Logo may be included if so desired.
Deadline for Submitting Responses: May 15, 2026, at 2:00 PM PDT

No additional information, statements, graphics, or materials shall appear on the Response cover.

**5.2 Optional Summary Letter (limit one page):** An Auditing Firm may, if desired, include in its Response a letter that briefly summarizes the Response. The letter must be signed by a person with authority to act on behalf of and bind the Auditing Firm.

**5.3 Table of Contents (limit one page):** Include a list of the headings and corresponding page numbers for everything included in the Response that follows after the table of contents.

**5.4 Firm and Contact Information (limit one page):** Specify: (1) the Auditing Firm's full, legal company name; (2) the Auditing Firm's type of legal entity (e.g., corporation, limited liability company, etc.) and the state in which the Auditing Firm was organized (e.g., California, Delaware, etc.); (3) the address and telephone number of the Auditing Firm's principal business offices; (4) the names and titles of, as applicable, the Auditing Firm's principal owners and officers; and (5) the address and telephone number of the Auditing Firm's business office from which its key personnel (described below) would provide the Auditing Services, if the District were to award an Agreement.

**5.5 Key Personnel :** Identify all "key" management and professionals whom the Auditing Firm intends to assign to the District, specifying their respective qualifications and experience Enclose with the Response a resume or profile for each of such key personnel, provided that no such resume or profile shall exceed one page.

**5.6 Auditing Services Questionnaire and Certification:** Each Auditing Firm must: (1) fully complete the Auditing Services Questionnaire form attached as Exhibit "B" to this RFP, consistent with its instructions; and (2) submit those documents with the Response. NOTE THAT ANY AND ALL ADDITIONAL SHEETS OF PAPER NEEDED TO FULLY ANSWER ANY QUESTIONS IN THE QUESTIONNAIRE WILL BE INCLUDED IN THE TOTAL PAGE COUNT.

5.7 **Summary of Relevant Auditing Experience:** Summarize the Auditing Firms qualifications and experience, within the immediately prior ten years, relating to Exhibit "A" – Scope of Auditing Services. In addition, provide details on the following:

1. How many California school districts with ADA exceeding 15,000 does your firm currently audit?
2. Describe your firm's experience with complex California K-12 matters, including:
    - LCFF and ADA reporting
    - Special Education funding
    - ESSER or federal program compliance
    - Bond program audits (Prop 39)
    - Charter school oversight
    - ASB funds
    - GASB 68/75 and other pension/OPEB reporting
3. Describe a complex audit issue encountered with a California school district and how your firm resolved it.

5.8 **References and Certification of References:** Each Auditing Firm must fully complete the Auditing Services References form attached as Exhibit "C" to this RFP, consistent with its instructions.

5.9 **Service Delivery Methodology (limit two pages):** Describe the Proposer's means, methods, and approach to delivering Auditing Services to a California public school district. The response shall explain how the Proposer will provide timely, accurate, and reliable Auditing Services, including availability for regular and special Board meetings, response-time standards, coordination with District administration, and backup coverage. Responses shall focus on specific methods, processes, and service commitments, supported where applicable by measurable practices or defined service standards, and shall avoid general philosophy or marketing statements.

5.10 **Pricing Methodology (limit two pages):** Provide a detailed description of the Proposer's pricing and billing structure for the Auditing Services described in this RFP. At a minimum, the response shall identify hourly rates by role, billing increments, treatment of travel time and expenses, and any additional rates or fees. The Proposer shall clearly identify all assumptions related to billing practices and shall not include alternative pricing structures unless expressly requested. Cost information shall be presented in a transparent and objective manner to facilitate comparison among proposers. Proposers shall include a sample invoice and pricing for a minimum of three (3) fiscal years, including any proposed annual cost adjustments..

5.11 **Auditing Services Agreement:** Each Proposer shall submit, as part of its Response, a copy of the Proposer's standard Auditing Services agreement or engagement letter that the Proposer customarily uses for providing Auditing Services to public agencies. The submitted agreement is provided for review and informational purposes only and is intended to assist the District in understanding the Proposer's standard contractual terms, conditions, and risk allocations.

Submission of a proposed agreement shall not constitute acceptance, approval, or agreement by the District, and shall not create any contractual relationship between the District and the Proposer. The District expressly reserves the right, in its sole discretion, to reject, modify, or disregard any terms contained in a Proposer's submitted agreement and to require that any final contract for Auditing Services be in

the form of the District's own agreement, as approved by the Board of Education.

Any agreement ultimately entered into shall be subject to negotiation, compliance with applicable California law, and approval by the District's Board of Education. Failure to submit a proposed agreement as required, or submission of an agreement that materially conflicts with the District's non-negotiable terms, may be grounds for disqualification or reduced evaluation scoring.

**5.12 Additional Information (limit two pages):** Provide any additional, specific information that the Proposer believes is directly relevant to the provision of Auditing Services to the District and that could not reasonably be included elsewhere in the Response. Information provided in this section shall be limited to matters that demonstrate qualifications, capacity, or value to the District. General marketing materials, promotional content, or information not directly related to the Auditing Services described in this RFP are neither required nor encouraged and may be disregarded.

**5.13 Declarations and Certifications (eight pages):** Review, sign and initial all declarations and certifications as per Exhibit D of this Request for Proposal.

## SECTION 6: EVALUATION OF RESPONSES

**6.1 Evaluation Process.** The District presently intends to establish an ad hoc review panel to evaluate and score the Responses on behalf of the District ("Review Panel"). As determined by the District in its sole discretion, the Review Panel may be composed solely of District employees, or of District employees, independent consultants, and/or others with relevant knowledge, qualifications, and/or experience.

The District in its sole discretion may: (i) schedule and conduct interviews with any one or more of the responding Auditing Firms (provided that no Auditing Firm shall have the right to be interviewed); (ii) contact and confer with representatives of other agencies for which an Auditing Firm has provided services; (iii) request any additional information from any Auditing Firm; (iv) contact any Auditing Firm's past or current clients to obtain or verify any information pertaining to the Auditing Firm; and/or (v) otherwise seek additional information and/or confirmation of information set forth in any Response.

Any information gained by the District as a result of such activities may be used to assist with the selection of an Auditing Firm.

Responses will be evaluated by the Review Panel using the criteria outlined in Section 6.2.

**6.2 Content and Qualifications.** The Review Panel will evaluate and score each Response based on the following criteria/categories:

- **Response Content and Formatting (pass/fail)**
- **Experience and Qualifications**
- **Capacity to Provide Services**
- **Cost**
- **Review of Questionnaire**
- **References**
- **Interviews (if applicable)**

## SECTION 7. QUESTIONS RELATING TO THIS RFP

**7.1 Submission to District.** All questions must be submitted in writing via the Q&A section of the PlanetBids bid page, before the Deadline for Questions. This is the exclusive process by which any Proposer or other party may seek and obtain information relating to this RFP. IN ANY AND EACH CASE THAT AN AUDITING FIRM (OR ITS AGENT OR OTHER REPRESENTATIVE) DIRECTS AN INQUIRY TO A BOARD MEMBER, OFFICER, EMPLOYEE OR OTHER DISTRICT REPRESENTATIVE, THE DISTRICT SHALL REJECT, AS NON-RESPONSIVE TO THE REQUIREMENTS OF THIS RFP, ANY RESPONSE RECEIVED FROM THAT AUDITING FIRM.

**7.2 Responses to Questions.** The District will, to the extent it is able, respond to questions regarding this RFP that it receives in accordance with this Part 7. If the District responds to a question, it will post the question and corresponding response to the bid, and all registered Proposers will be notified through the PlanetBids system..

**7.3 Deadline for Questions.** Questions regarding this RFP must be submitted no later than the Deadline for Questions specified in Part 2. In no case will any questions be received via the bid page after the Deadline for Questions.

## SECTION 8. SUBMITTAL OF RESPONSES

**8.1 Number of Copies.** In order to be deemed responsive to this RFP, a Proposer must submit to the District a complete electronic copy of its Response, through the Burbank Unified School District PlanetBids portal.

**8.2 Formatting.** Each Response must conform with the following formatting requirements: (i) the content of the Response must be sized for 8 ½ by 11 inch paper; (ii) with respect to each required content item specified in Section 5 of this RFP, the number of pages included in the Response must be no more than the number specified in the heading for such item; (iii) in no event may an Auditing Firm enclose with or attach to its Response any information other than as expressly authorized by this RFP; (iv) tab pages, dividers, and similar inserts are not included in, or subject to, any page number limitations; and (v) all text set forth in the Response (including, without limitation, in any authorized enclosures or attachments) must be font size 11 or greater.

**8.3 Method of Delivery.** Electronic responses are required and must be submitted by the Deadline for Submitting Responses.

**8.4 Timely Delivery.** Each Proposer shall be solely responsible for ensuring that its Response is received by the District prior to the Deadline for Submitting Responses. The District, in its sole and absolute discretion, may, but shall not be required to, consider any Response received by the District after the Deadline for Submitting Responses.

# *Exhibit A*

## *Scope of Auditing Services*

The scope of Auditing Services requires Certified Public Accounting (CPA) firm(s) to be currently designated as active by the State Controller's Office and who can perform K-12 Local Education Agency audits. The firm(s) shall serve as the District's independent auditor and perform a comprehensive annual financial and compliance audit in accordance with applicable laws, standards, and reporting requirements for public school districts in California.

The Audit shall be conducted in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, California Education Code 41020, Single Audit requirement per Title 2 Code of Federal Regulations (CFR) Part 200, and other applicable requirements and regulations. Audit fieldwork, draft reports, and final reports shall align with all California statutory deadlines, including submission timelines required by the California Department of Education and State Controller's Office.

For each fiscal year audited, the auditor shall provide:

1. Independent Auditor's Report on the Financial Statements
2. Report on Internal Control Over Financial Reporting and Compliance
3. Single Audit reports, if applicable
4. Management Letter identifying internal control observations and recommendations
5. Status of prior-year audit findings
6. Electronic and hard-copy versions of all final reports

# *Exhibit B*

## *Auditing Services Questionnaire*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** _____

---

All questions must be answered fully and accurately. If additional space is required, attach supplemental pages clearly labeled with the corresponding section and question number.

**SECTION I: AUDITING FIRM INFORMATION**

1. Legal name of firm: _____
2. Type of Entity: *(Check only one box below.)*
   - ☐ Corporation
   - ☐ Limited Liability Company
   - ☐ Partnership
   - ☐ Sole Proprietorship
   - ☐ Other — Specify type: _____
3. State (in the U.S.) of Organization: _____
4. Years in operation (Formed or Established): _____
5. Principal office address and phone number:

   _____

   _____

   _____

6. Office location from which services will be provided:

   _____

   _____

   _____

7. Is your firm currently designated as Active on the State Controller's Office to perform K-12 Local Agency Audits?

   ☐ Yes ☐ No

## SECTION II: AUDITOR QUALIFICATIONS

1. List all Auditors proposed for District service, including:

   Name: _____

   California Licensed CPA or California Accounting Firm Number: _____

   Years licensed in California: _____

   Years of K-12 public education experience: _____

2. Identify the primary Auditor and designated backup Auditor(s).

_____

_____

_____

## SECTION III: SERVICE LEVELS, RESPONSIVENESS & ENGAGEMENT MANAGEMENT

1. **Commitment to response times:**
   a. Routine accounting/audit inquiry:
      ☐ 12 hrs. ☐ 24 hrs. ☐ 48 hrs. ☐ 72 hrs.
   b. Urgent Board or Audit Committee matter:
      ☐ Same day ☐ Next business day ☐ Other: _____
2. **Ability to attend Board or Audit Committee meetings (in person or virtual) with notice of:**
   ☐ 12 hrs. ☐ 24 hrs. ☐ 48 hrs. ☐ 72 hrs.
3. **Engagement Staffing and Continuity:**
   Identify the Engagement Point of Contact, Audit Manager, and key staff assigned to the District.

_____

_____

_____

_____

Describe your firm's policy regarding partner/manager Auditor rotation.

_____

_____

_____

_____

Describe procedures to ensure continuity and minimize staff turnover during the engagement of services to the District.

4. **Backup Coverage Procedures:**
   Describe procedures to ensure uninterrupted service in the event of illness, turnover, or other unavailability of key personnel.

5. **Timeline Management:**
   Describe your firm's process for ensuring audits are completed in time to meet California Education Code deadlines and State Controller reporting requirements.

## SECTION IV: PRICING & BILLING PRACTICES

1. Are all hourly rates by role (Engagement Partner / Audit Manager / Senior / Staff) included in the Response?
   ☐ Yes ☐ No
2. Billing increment used (e.g., 6-minute, 15-minute increments):
3. Is travel time billed?
   ☐ Yes ☐ No
4. Identify non-billable administrative costs (copies, clerical, technology fees, etc.).

5. Identify all fees, costs, markups, surcharges, or administrative charges that may be billed to the District that are not included in the stated hourly rates or fee proposal. For each item, describe how the fee is calculated and when it may be assessed. Any fee or charge not expressly disclosed shall be deemed non-reimbursable.

_____

_____

_____

_____

6. Confirm that your proposed pricing includes all required components of a California K-12 audit, including but not limited to:
   - ❑ Annual Financial Audit
   - ❑ Single Audit (if applicable)
   - ❑ State Compliance Reporting
   - ❑ GASB implementation support
   - ❑ Attendance/ADA testing
   - ❑ Proposition 39 or Bond Fund audits (if applicable)

## SECTION V: LICENSURE, QUALITY CONTROL & PROFESSIONAL STANDARDS

1. Confirm the firm holds a current and active registration with the **California Board of Accountancy (CBA)**.
   ❑ Yes Firm License Number: _____ ❑ No
2. Confirm that all signing partners assigned to this engagement hold active California CPA licenses.
   ❑ Yes ❑ No
3. Is your firm enrolled in and compliant with the **AICPA Peer Review Program**?
   ❑ Yes ❑ No
   Date of most recent Peer Review: _____
   Result: ❑ Pass ❑ Pass with deficiencies ❑ Fail
4. Attach or describe the results of your most recent peer review, including any findings related to governmental or school district audits.

_____

_____

_____

5. Describe your firm's use of data analytics or technology in conducting audits.

_____

_____

_____

6. Describe your firm's internal quality control procedures to ensure compliance with:
   - Government Auditing Standards (Yellow Book)
   - GAAS
   - GASB standards
   - California Education Code audit requirements

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

1. Disclose any current or recent engagements that may pose a conflict of interest with Burbank Unified School District, including services provided to vendors, charter schools, or related entities.

2. Describe your firm's independence policies and procedures to ensure compliance with Government Auditing Standards independence requirements.

3. Within the past five (5) years, has your firm or any assigned partner been subject to:
   - CBA disciplinary action? ☐ Yes ☐ No
   - AICPA disciplinary action? ☐ Yes ☐ No
   - Suspension, probation, or license restriction? ☐ Yes ☐ No
     If yes, explain each instance:

4. Disclose any malpractice claims, professional liability claims, or litigation related to audit services within the past five (5) years.

## SECTION VII: CONTRACT PERFORMANCE, DISPUTES & CLAIMS

1. Within the last five (5) years, has any public agency terminated your firm's audit contract for cause?
   ☐ Yes ☐ No

   If yes, explain:

2. Within the last five (5) years, has your firm been removed from a California State Controller's approved K-12 audit firm list or been subject to State review findings?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

3. Within the last five (5) years, has an insurer paid funds due to alleged failure in audit performance?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

4. Within the last five (5) years, has any public agency filed a claim or legal action against your firm related to audit services?
   ☐ Yes ☐ No

   If yes, explain:

   _____

   _____

   _____

   _____

<REMAINDER OF PAGE INTENTIONALLY LEFT BLANK>

**SECTION VIII: CRIMINAL & CIVIL MATTERS**

1. Within the last five (5) years, has your firm or any owner, officer, or partner been convicted of a crime related to fraud, financial misconduct, or public contracting?
   ☐ Yes ☐ No

2. Within the last five (5) years, has your firm or any assigned engagement partner been held liable in a civil action involving professional negligence, false claims, or misrepresentation to a public agency?
   ☐ Yes ☐ No

3. Within the last five (5) years, has your firm been found in violation of any federal or state law related to public funds, independence standards, or governmental auditing?
   ☐ Yes ☐ No

   If yes to any above, explain fully:

_____

_____

_____

_____

_____

<END OF EXHIBIT B>

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** _____

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

---

School District: _____ ADA: _____

Dates of Service: _____ through _____

Contact Person and Title: _____

Email and Telephone: _____

Scope of Services Provided: _____

_____

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*This page may be duplicated as necessary.*

# *Exhibit D*

## *Declarations and Certifications*

## FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

Note: This document must be executed and submitted with the Proposal.

Business entities entering into contracts with the District 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. Provide an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, to continually monitor and supervise employees. The entity shall verify to the District that the employee charged with monitoring and supervising their employees has no such convictions.
   c. Arrange for surveillance by personnel, with District 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. District 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.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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.

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INTIALS

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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
(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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# DRUG-FREE WORKPLACE CERTIFICATION

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 District 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.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

# NONCOLLUSION DECLARATION

The undersigned declares:

This proposal is submitted independently and in good faith, and is not made in the interest of, or on behalf of, any undisclosed person or entity.

The bidder states that this proposal is genuine and not collusive. The bidder has not directly or indirectly induced or encouraged any other person or entity to submit a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, agreed, or otherwise coordinated with any other bidder to submit a sham bid or to refrain from submitting a proposal.

The bidder has not, by agreement, communication, or discussion with any person or entity, attempted to fix, influence, or control the bid price, or any element of the bid price, including costs, overhead, or profit, for this bid or for any other bidder.

All statements contained in this proposal are true and correct.

The bidder has not disclosed the bid price, any pricing information, or the contents of this proposal to any person or organization for the purpose of restricting competition or securing an unfair competitive advantage. The bidder has not paid, and will not pay, any person or entity to engage in such conduct.

If this declaration is executed on behalf of a corporation, partnership, joint venture, limited liability company, or other legal entity, the undersigned declares that they are duly authorized to execute this declaration and submit the proposal 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.

_____

Company Name

_____

Signature

_____

Print Name

_____

Date

# WORKERS' COMPENSATION CERTIFICATION

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 District with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the District will receive thirty (30) days' notice of cancellation.

_____

Company Name

_____

Signature

_____

Print Name

_____

Date

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 agreement.

# CERTIFICATION REGARDING RESPONSE

The undersigned certifies, represents, and warrants as follows:

1. **Authority to Submit Response**
   The undersigned is a duly authorized representative of the Proposer and is fully authorized to submit this Response on behalf of the Proposer and to bind the Proposer to the statements, representations, and commitments contained therein.
2. **Accuracy and Completeness of Response**
   The undersigned certifies that the Response submitted is **true, complete, and not misleading**, and that no material facts relevant to the District's evaluation of the Response have been omitted.
3. **Binding Representations**
   The Proposer agrees to be **bound by all representations and statements** made in the Response, including all certifications, assurances, and commitments contained therein.

The undersigned declares **under penalty of perjury under the laws of the State of California** that the foregoing certifications and representations are true and correct.

_____
Company Name

_____
Signature

_____
Print Name

_____
Date

| | |
|---|---|
| RFP Number: | 2526-019 |
| Addenda Acknowledged: Addendum No.(s): | N/A |
| Response Title (if any): | Request for Proposal ("RFP") #2526-019 |
| Auditing Firm Information: | California K-12 LEA Focused Audit Firm |
| Auditing Firm Name: | CWDL, Certified Public Accountants |
| Authorized Contact Person: | John Dominguez, CPA, CFE, CGMA |
| Mailing Address: | 3131 Camino Del Rio North, Suite #820<br>San Diego, CA 92108 |
| Telephone Number: | (858) 387-2500 |
| Auditing Firm Logo: | CWDL<br>See what's possible. |
| Deadline for Submitting Responses: | May 15, 2026, at 2:00PM PST |

Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

To whom it may concern,

We thank you for considering CWDL, Certified Public Accountants ("CWDL") as your independent auditors. We are pleased to respond to the Burbank Unified School District (the "District") Request for Proposal for the **K-12 Local Agency and Bond Auditing Services**, for the fiscal years ending June 30, 2026 through 2028 for the Bond and June 30, 2027 through 2029 for the District.

We offer the District our expertise in California School District finance. The lead auditors on your engagement fieldwork team will consist **entirely of licensed Certified Public Accountants**, two of whom also hold a Certified Fraud Examiner (CFE) credential. The quality of our fieldwork teams – the individuals that you and your staff will see and work with – sets CWDL apart.

While many firms offer partner involvement, we go above and beyond with our commitment to having a **partner either physically on-site or remotely engaged for 100% of fieldwork**. When our team are conducting any phase of the audit, you can be sure they will be led by a partner. In addition, our entire team are all trained and experienced in local education agency audits. We believe the combination of our team's experience and our client-focused approach enables us to provide a service unmatched by other firms. We encourage you to contact our references.

One distinctive aspect is our client-side perspective drawn from our leadership team's experience, with **members having personally served in CBO/Executive Director and Finance Manager roles for over a decade** in large California school districts. This firsthand knowledge of the financial operations, reporting requirements, and challenges that school districts face allows our team to bridge the gap between auditor and client, fostering a more collaborative and efficient audit process. By understanding your team's workflows and pressures from the inside, we are uniquely positioned to provide not only technical audit expertise but also practical, actionable insights that go beyond the standard audit engagement.

CWDL certifies the sufficient availability of staff, office locations, hours and all other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.

Thank you very much for your consideration,



John Dominguez, CPA, CFE, CGMA (Assigned Contact)
Partner, CWDL
jdominguez@cwdl.com

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**(1) Name of Firm:** CWDL, Certified Public Accountants ("CWDL")
**(2) Legal Type:** Partnership, Organized in California
**(3) Address:** 3131 Camino Del Rio North, Suite #820, San Diego, CA 92108
**Telephone No.:** (858) 387-2500
**FAX No.:** (858) 565-7399
**(4) Principal Owners and Officers:**

The names, titles and telephone numbers of the principal owners are summarized below:

| NAME | TITLE | PHONE NUMBER |
|---|---|---|
| John Dominguez, CPA, CFE, CGMA | Partner | (619) 729-7069 |
| Ben Leavitt, CPA, CFE | Partner | (858) 472-0216 |
| Steven Currie, CPA | Partner | (619) 504-5317 |
| Joseph Tarantino, CPA | Senior Manager | (858) 251-1499 |
| Kyle Holtz | Senior Manager | (760) 518-0115 |

**(5) Address of the Firm's business office from which its key personnel would provide the Auditing Services if the District were to award an Agreement:**

The work will be conducted from our San Diego office. CWDL employs over 50 professional staff at this office, including three partners, twelve senior managers, twelve managers, ten seniors, and fourteen staff and interns.

"THE MOST VALUABLE ASSET WE HAVE IS OUR PEOPLE"

Partner John Dominguez will be the **in-field partner** for the audit. Partner Ben Leavitt will serve as the **in-field manager** on the audit and, along with Mr. Dominguez, will actively perform and oversee all aspects of the engagement. Mr. Dominguez and/or Mr. Leavitt will meet with district administrators, the audit committee, governing board and provide technical advice to the District at any time. Partner Dennis Maschke will serve as the **concur/review partner** and will monitor and review the audit work performed to ensure adherence to applicable governmental auditing standards. All in-field partners, manager, supervisor, and associates assigned to the audit have a minimum of five years of experience performing audits of school district's similar to the Burbank Unified School District.

The following table lists the names of firm auditing personnel assigned to the audit:

| Name | CPA License Number | Classification | Engagement Role |
|---|---|---|---|
| John Dominguez, CPA, CFE, CGMA | A117940 | Partner | In-Field Partner |
| Ben Leavitt, CPA, CFE | A107899 | Partner | In-Field Manager |
| Joseph Tarantino, CPA | A119279 | Senior Manager | In-Field Supervisor |
| Alex Rivera | N/A | Senior Associate | In-Field Associate |
| Dinora Gonzalez | N/A | Senior Associate | In-Field Associate |
| Dennis V. Maschke, MBA, CPA | 15778 | Partner | Concur/Review Partner |
| Steven Currie, CPA | A119381 | Partner | Backup Partner/Manager |

We will also be assigning two associate accountants to assist in the audit process. We certify that any and all personnel assigned to the in-charge level and above, will be a certified public accountant and properly licensed in the State of California.



**Audit Partner John Dominguez, CPA, CFE, CGMA** brings over twenty-one (21) years of accounting and audit experience to CWDL. Mr. Dominguez specializes in California school finance audits. Mr. Dominguez leads the governmental audit division of our firm. As the engagement partner, Mr. Dominguez will be in charge of supervising all facets of the engagement and will be on-site during the fieldwork to oversee the audit. Mr. Dominguez will also be available to attend all meetings with the staff and governing board of the District.



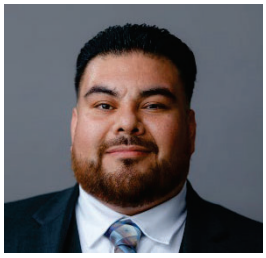
**Audit Partner Ben Leavitt, CPA, CFE** specializes in auditing governmental agencies and nonprofits. Mr. Leavitt has over eighteen (18) years of audit experience has particularly focused on Federal single audits, community colleges, K-12 school districts and Proposition 39 bond audits as well as fraud audits and forensic investigations. Mr. Leavitt has served as the manager on numerous governmental audits including local educational agencies.



**Audit Partner Dennis Maschke, CPA, MBA** has over twenty-one (21) years of experience working in public accounting. He has dedicated 100 percent of his time serving governmental entities. Dennis has extensive knowledge in performing single audits, state specific compliance audits, expenditure limitation reports, and a wide variety of consulting projects. Dennis is currently responsible for overseeing government audits, including supervising staff, compiling financial statement, managing client relations, and assessing client needs.



**Senior Manager Joseph Tarantino, CPA** has over nineteen (19) years of experience providing accounting and audit services for governmental agencies. Prior to joining CWDL, Joe worked as an Assistant Director of Fiscal Services for Poway Unified School District. Additionally, Joe worked as an audit supervisor for a mid-sized CPA firm providing audit services to California K-12 Local Education Agencies. Joe graduated from San Diego State University with his bachelor's in accounting.



**Senior Audit Associate Alex Rivera** has over seven (7) years of experience providing accounting and audit services for governmental agencies, including community colleges and K-12 school district's (3+ years with the firm). Mr. Rivera will be the on-site senior and work with the District to complete audit workpapers. Prior to joining CWDL, Alex worked in a tax firm providing tax services to individuals and small businesses. Alex graduated from California State University San Marcos with his bachelor's degree in accounting.



**Senior Audit Associate Dinora Gonzalez** has five (5) years of experience providing accounting and audit services. Ms. Gonzalez will be onsite and work with the District to complete audit workpapers. Prior to joining CWDL, Dinora worked as a senior account manager for a large eCapital corporation. Ms. Gonzalez earned her Master of Business Administration from the California Baptist University.



**Audit Partner Steven Currie, CPA** has sixteen (16) years of experience providing accounting and audit service s for governmental, private and public entities. Prior to joining CWDL, Steven worked as a Manager for a mid-size California CPA firm providing five (5) years of audit experience primarily related to California K-12 Local Education Agencies and community colleges. In addition, Steven worked for a National CPA firm providing audit services for private, public and not-for-profit entities. Mr. Currie will be assigned as the backup partner/manager for the audit.

## CONTINUING EDUCATION

All members of the engagement team meet or exceed CPE requirements. CWDL uses a combination of in-house developed programs and external CPE to ensure all professional staff maintains the highest level of professional education. All professionals participate in formal CPE programs that meet or exceed the minimum mandatory standards of 120 hours of CPE over a three-year period.

CWDL's commitment to the government industry so we provide our professionals with specific, ongoing training related to these industry issues. This investment ensures our people stay current on the unique challenges and opportunities within their industries so they're in the best position to help clients address these issues. We accomplish our regulatory and accounting standard training through attendance at various AICPA sessions and attending the semi-annual Association of Chief Business Officials (ACBO) workshops.

For the resumes, please refer to the ***"Attachments"*** section of this report.

For the dully filled up ***"Auditing Services Questionnaire"*** form, please refer to the ***"Exhibit B"*** in the attachments section of this report.

## SECTION V: LICENSE, QUALITY CONTROL & PROFESSIONAL STANDARDS

5. Describe your firm's internal quality control procedures to ensure compliance with:
   - Government Auditing Standards (Yellow Book)
   - GAAS
   - GASB standards
   - California Education Code audit requirements

   CWDL maintains comprehensive system of internal quality control designed to ensure that all audit engagements are performed in accordance with Government Auditing Standards (Yellow Book), Generally Accepted Auditing Standards (GAAS), applicable Government Accounting Standards Board (GASB) pronouncements, and the California Education Code and Contracted District Audit Manual (CDAM) requirements.

   Our system of quality control includes the following:

   - Engagement planning and supervision
   - Standardized Audit Methodology and Programs
   - Review Process
   - Independent Engagement Quality Review
   - Continuing Professional Education and Training
   - Internal Monitoring and Peer Review

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

1. Disclose any current or recent engagements that may pose a conflict of interest with Burbank Unified School District, including services provided to vendors, charter schools, or related entities.

   Based on our internal independence and conflict-checking procedures, we have not identified any current or recent engagements that would pose a conflict of interest with the District. Specifically, we have no engagements that impair the independence involving:
   - Vendors that provide significant services or goods to the District
   - Charter schools authorized by or materially affiliated with the District
   - Related entities, joint power authorities (JPAs), or organizations where a conflict could reasonably be perceived

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

2. Describe your firm's independence policies and procedures to ensure compliance with Government Auditing Standards independence requirements.

   CWDL maintains formal independence policies designed to ensure compliance with Government Auditing Standards and GAAS. These policies include annual independence confirmations by all professional staff, engagement-level independence evaluations, monitoring of financial interests, controls over non-audit services, trainings and consultation procedures to address potential independence issues.

3. Disclose any malpractice claims, professional liability claims, or litigation related to audit services within the past five (5) years.

   Our firm confirms that there have been no malpractice claims, professional liability claims, or litigation related to audit services filed against the firm within the past five (5) years.

## WHO WE ARE

CWDL is a **partnership that employs over 50 professional staff**. We are a **regional** CPA firm, located in California, offering audit, tax and consulting services. We have three partners who meet the requirements of Assembly Bill 2834 and specialize in school district and higher education audits, which comprise 90% of our governmental audit practice. In addition to school districts and higher education audits, we conduct audits for charter schools, foundations, not-for-profits, and private businesses.



12+
Years of operations

100+
Happy clients

50+
Employees

Multiple
Service Offerings

The Partners at CWDL has performed the audits of **over 150 school districts and charter schools, 75 Proposition 39 bond audits and 40 community college districts.** throughout the State of California. CWDL was established on January 1, 2014, and operates under California Business License Number 7528 and Tax ID Number 90-0916070.

**For over twelve years, CWDL has focused its expertise in educational finance for California school districts and higher education.** We provide high-quality professional auditing services to all our School Districts throughout the State. In this small, specialized world, reputation is everything. We are an extremely detail oriented, deadline driven, financially stable firm and we encourage the District to contact our references to learn more about the level of service that we provide directly from your esteemed peers.

**Our Capabilities –** The range of activities performed by our San Diego office include audit, tax and consulting services. We have three partners who specialize in School District audits, which comprise the majority of our audit practice. We are recognized throughout the State of California as an education and governmental auditing firm. In addition to California School Districts, we specialize in audits of community college districts, proposition 39 audits, college foundations, charter schools, not-for-profits, and private businesses. We also work with our non-profit organizations in the area of tax, audit and accounting services. Our dedicated team audits California School Districts year-round which means we are **flexible in scheduling and are always responsive to client needs**. Our audit partners provide direct cell phone numbers to all clients, and pride themselves on being available 24/7 for any client need.

## TECHNICAL EXPERIENCE

Below is a sample list of clients with audit engagement services performed for K-12 school districts that our San Diego Office governmental teams are currently working with:

| Clients | District | Bond(s) | Educational Foundation(s)/Non-Profit |
|---|---|---|---|
| ABC Unified School District | X | X | |
| Alta Loma School District | X | X | |
| Arcohe Union School District | X | | |
| Black Oak Mine Unified School District | X | | |
| Brisbane School District | X | | |
| Camino Union Elementary School District | X | | |
| Centinela Valley Union High School District | X | X | |
| Central Union School District | X | | |
| Covina-Valley Unified School District | X | X | |
| Culver City Unified School District | X | | |
| Emery Unified School District | X | X | |
| El Dorado Union High School District | X | | |
| Elverta Joint Elementary School District | X | | |
| Grossmont Union High School District | X | X | |
| Lake Tahoe Unified School District | X | X | |
| Lincoln Unified School District | X | | |
| Los Gatos Union School District | X | | |
| Lynwood Unified School District | X | X | |
| Mother Lode Union Elementary School District | X | | |
| Murrieta Valley Unified School District | X | X | |
| Perris Union High School District | X | | |
| Pioneer School District | X | | |
| Placerville Union School District | X | X | |
| Pleasanton Unified School District | X | X | X |
| Reef-Sunset Unified School District | X | | |
| Santa Maria-Bonita School District | X | | |
| Santa Monica-Malibu Unified School District | X | X | X |
| Solana Beach School District | X | X | X |
| Temple City Unified School District | X | X | |
| Sacramento County Office of Education | X | | |
| South Whittier Unified School District | | X | |
| Tri-Valley Regional Occupational Program | X | | |
| Yucaipa-Calimesa Joint Unified School District | X | | |

At CWDL we have the ability to provide additional services related to auditing, accounting, management, and forensics. With our experienced team, we are often called upon by our clients to perform additional procedures. Specifically, our partners have performed forensic bond audit services, management consulting over capital assets, accounting for attendance and associated student bodies, and other related consulting for our K-12 clients.

1. **How many California school districts with ADA exceeding 15,000 does your firm currently audit?**

   CWDL currently audits six (6) California school district with ADA exceeding 15,000. In addition, we also serve numerous mid-sized and large districts and have extensive experience applying California-specific audit requirements, including LCFF, Attendance and CDAM compliance testing.

   CWDL assures that our engagement team includes professionals with prior experience auditing large California school districts, allowing us to bring the necessary expertise to effectively serve districts of this size.

2. **Describe your firm's experience with complex California K-12 matters, including:**
   - LCFF and ADA reporting
   - Special Education funding
   - ESSER or federal program compliance
   - Bond program audits (Prop 39)
   - Charter school oversight
   - ASB funds
   - GASB 68/75 and other pension/OPEB reporting

   CWDL has extensive experience auditing California K-12 school districts and addressing the complex financial, compliance and reporting requirements unique to the State. Our engagement team members are well-versed in the California Education Code, Local Control Funding Formula (LFCC), and the Contracted District Audit Manual (CDAM). We routinely perform the procedures in the following key areas.

   <u>LCFF and ADA reporting</u>
   We performed detailed audit procedures over the LCFF funding calculations and ADA reporting including resting of attendance accounting records and reconciliation to the reported ADA, reviewing P-1, P-2, and Annual Apportionment data, evaluating independent study and instructional time compliance and assessing internal controls over attendance reporting systems.

   Our experience allows us to identify common risk areas such as attendance misreporting and apportionment adjustments.

Special Education Funding

Our firm has experience auditing Special Education Local Plan Areas (SELPAs) and district-level special education programs including testing state and federal special education revenues and expenditures, review of maintenance of effort (MOE) requirements and evaluating compliance with applicable grant and program requirements.

ESSER and Federal Program Compliance

Our firm has experienced Single Audits and major program determination. We have performed audits over ESSER I, II and III and other federal programs including compliance testing under Uniform Guidance (2 CFR Part 200), test of allowable costs, period of availability, and reporting requirements and evaluating internal controls over federal program expenditures.

Bond program audits (Prop 39)

Our firm have significant experience auditing Proposition 39 general obligation bonds, we currently audit over 75 bonds within our District clients. We performed testing of bond expenditures for voter-approved purposes, review of measure-specific fund activity and project costs, coordinating with citizen's oversight committees and evaluating internal controls over construction and capital outlay.

Charter School Oversight

Our firm understands the oversight responsibilities of authorizing districts including the review of charter school financial reporting and audits, assistance on the tax calculations and oversight fees.

Associated Student Body (ASB) Funds

Our firm performed procedures over ASB funds with focus on evaluating internal controls over cash receipts and disbursements, testing compliance with district policies and student body regulations and identification of common control deficiencies and fraud risks.

GASB 68/75 and Other Pension/OPEB reporting

Our firm has extensive experience with GASB 68 and GASB 75 including the review of actuarial reports, testing of net pension liability and OPEB liability calculations, evaluation of related deferred inflows/outflows disclosures and ensuring compliance with GASB reporting requirements in the financial statements.

**3. Describe a complex audit issue encountered with a California school district and how your firm resolved it.**

During our testing of attendance records, we noted that this District's short-term independent study contains contracts contain obsolete language and are mission the following elements required by *Education Code* Section 51747(g):

- A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress.
- A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.

In addition, we noted that independent study attendance was not being supported by documentation of hours or fraction of an hour of both pupil work products and the time that the pupil engaged in asynchronous and synchronous instruction. We also noted a contract with work completed outside of contract dates. Some contracts calculate credit days to include school holidays and weekends, so days of credit are overstated on the contract compared to the correct attendance records. Lastly, we noted long-term independent study agreements were signed after the commencement of independent study.

There has been a discrepancy in the District's adherence to *Education Code* Section 51747 which pertains to contractual compliance and attendance accounting over independent study.

CWDL recommended for the District to revise its Independent Study Master Agreement contracts for compliance and consistency of educational programs. The short-term & traditional long-term contracts have the same required elements, and a single template can be utilized for both programs. The District shall implement a process to document hours or fraction of hour to support pupils work product is valued of a minimum school day.

For the dully filled up ***"Auditing Services References"*** from, please refer to the ***"Exhibit C"*** in the attachments section of this report.

CWDL applies a structured, milestone-driven audit methodology tailored to California public school districts to ensure ***timely, accurate, and reliable audit services***. The approach emphasizes defined timelines, measurable standards, and proactive coordination and built-in redundancy.

CWDL's knowledge and experience auditing school districts allows us to provide a work plan and timeline that will ensure a smooth completion of all audit testing in accordance with standards, along with the delivery of a quality report in a timely manner. Listed below is a high-level timeline of the audit process followed by more detail on the purpose of each visit. ***All of these dates and the timeline are subject to management's approval***. We work hard to provide the best possible customer experience, and setting an effective timeline for management and governance is of the upmost importance.

| Phase | Timing | Proposed Work | Percentage of Work Done |
|---|---|---|---|
| Pre-audit & Planning | April | Pre-audit conference and District planning. Schedules Attendance/Site Testings. | 10% |
| Interim Fieldwork | July | Test of controls, expenditure and bid procedures testing, state compliance, federal compliance. | 45% |
| Year-end Fieldwork | October | Balance sheet, revenues and expenditure testing and completion of state/federal compliance. | 40% |
| Audit Completion | November | Reports drafted and provided to management for review. Upon approval, reports submitted to all agencies and presented to District Board of Trustees at an agreed date by Management. | 5% |

***Pre-audit & Planning Phase***

CWDL will meet with the District's key staff at this phase of the audit. We will begin planning the audit services for interim and year-end. We will schedule meetings to discuss significant items and the proposed audit plan.

***Interim Fieldwork Phase***

The scheduling of interim fieldwork will be based on the District's agreed upon time. This phase makes up approximately 45% of the total audit and is when we begin our site-testing.

***Year-end Fieldwork Phase***

We will begin our year-end fieldwork once the entity has closed their accounting records and provided the DAT file. This phase will take place during October as agreed upon by the District. This phase of the audit will complete our substantive testing. We will provide management with a management letter outlining a summary of findings and recommendations, including all findings and recommendations noted during interim.

***Audit Completion Phase***

During this phase of the audit, we will begin preparing the audit report and management letter to present to the District for review. Once the audit report and management letter is approved, we will begin to finalize our audit by doing the following:

- Complete the final analytical procedures.
- Issue the financial audit opinion and opinions over State and Federal compliance.

***Coordination with District Administration***

CWDL will issue a complete list of Provided by Client (PBC) list 60 days before fieldwork, assign due dates and track progress. All our partners and managers on the audit will be readily available to the District throughout the year, and a partner will be ***leading and active in all phases*** of the audit.

***Milestone Tracking***

Engagement progress is tracked using formal milestone checklist and weekly status update.

***Deliverable Standards***

We offer our commitment to provide audit report drafts within two weeks of our year-end audit visit. We encourage you to contact our references to discuss our ability to meet required timelines.

***Availability and Board Support***

The Engagement Partner and/or Manager assures to attend the entrance, exit conference and audit presentation meeting whether In-person or virtual based on the District's preference. We are also available to attend to special board or committee meetings subject to prior notice and for urgent matters, we provide same-day consultation when feasible.

***Staffing Model and Back Up Coverage***

CWDL will assign a core team for the District. We will also pre-designate a back up Partner/Manager that is fully briefed with workpapers maintained in shared systems to allow immediate work continuity.

***Response-Time Service Standards***

| Area | Standard |
|---|---|
| Acknowledge Inquiries | ≤ 1 business day |
| Routine responses | ≤ 2 business day |
| Complex Issues | ≤ 5 business day |
| Draft report delivery | 2 weeks after year-end fieldwork |
| Urgent consultation | Same or next business day |

CWDL takes a great deal of pride in our **All-Inclusive Annual Fee**. This fee encompasses a variety of situations that trigger supplemental billings at many of our competitors. Items such as the following will not cause an additional fee:

- Implementation Support for New GASB Pronouncements
- Additional Fieldwork Visits & Scheduling Changes
- Focused Staff Trainings
- Additional Meetings and Presentations
- Other administrative costs (clerical, printing, travel, etc.)

Below is a schedule detailing our **all-inclusive annual audit fee** for both the District and Bond Audits.

| | | | District Audit - All Funds* | | | | |
|---|---|---|---|---|---|---|---|
| | Estimated | Billing | | | | *Option Year* | *Option Year* |
| **Engagement Role** | Hours | Rates | 2026-27 | 2027-28 | 2028-29 | *2029-30* | *2029-30* |
| Partner | 198 | $ 195 | $ 38,610 | $ 40,541 | $ 42,568 | $ 44,696 | $ 46,931 |
| Manager | 222 | 155 | 34,410 | 36,131 | 37,938 | 39,835 | 41,827 |
| Senior | 230 | 135 | 31,050 | 32,603 | 34,233 | 35,945 | 37,742 |
| Staff | 233 | 115 | 26,795 | 28,135 | 29,542 | 31,019 | 32,570 |
| Secretarial | 2 | 45 | 90 | 95 | 100 | 105 | 110 |
| Totals | 885 | | 130,955 | 137,505 | 144,381 | 151,600 | 159,180 |
| Less Courtesy Discount to Quoted Fee | | | (7,000) | (7,000) | (7,000) | (7,000) | (7,000) |
| **All-Inclusive Annual Fee - District Audit** | | | **$ 123,955** | **$ 130,505** | **$ 137,381** | **$ 144,600** | **$ 152,180** |

**Includes standards implementation fee and federal program testings.*

| | | | Proposition 39 Bond Audit | | | | |
|---|---|---|---|---|---|---|---|
| | Estimated | Billing | | | | *Option Year* | *Option Year* |
| **Engagement Role** | Hours | Rates | 2025-26 | 2026-27 | 2027-28 | *2028-29* | *2029-30* |
| Partner | 12 | $ 195 | $ 2,340 | $ 2,457 | $ 2,580 | $ 2,709 | $ 2,844 |
| Manager | 15 | 155 | 2,325 | 2,441 | 2,563 | 2,691 | 2,826 |
| Senior | 23 | 135 | 3,105 | 3,260 | 3,423 | 3,594 | 3,774 |
| Staff | 24 | 115 | 2,760 | 2,898 | 3,043 | 3,195 | 3,355 |
| Secretarial | 1 | 45 | 45 | 47 | 49 | 51 | 54 |
| Totals | 75 | | 10,575 | 11,103 | 11,658 | 12,240 | 12,853 |
| Less Courtesy Discount to Quoted Fee | | | (2,000) | (2,000) | (2,000) | (2,000) | (2,000) |
| **All-Inclusive Annual Fee - Bond Audit** | | | **$ 8,575** | **$ 9,103** | **$ 9,658** | **$ 10,240** | **$ 10,853** |

Our invoices for these fees will be rendered each month as work progresses and are payable within forty-five (45) days upon receipt. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue after the 45-day grace period and may not be resumed until your account is paid in full.

Sample invoice presented below:

# INVOICE

CWDL

Date: March XX, 2026
Invoice # [100]

CWDL, Certified Public Accountants
3131 Camino Del Rio North
Ste. 820
San Diego, CA 92108
858-387-2500
info@cwdl.com

TO Burbank Unified School District
Attn: Accounts Payable
1900 W. Olive Ave,
Burbank, CA 91506

| P.O. NUMBER | JOB | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE | PAYMENT TERMS | DUE DATE |
|---|---|---|---|---|---|---|
| | 2026 Audit | N/A | N/A | N/A | Due on receipt | |

| QTY | ITEM # | DESCRIPTION | UNIT PRICE | RETENTION | LINE TOTAL |
|---|---|---|---|---|---|
| | 01 | 2026-Audit Testing-Interim-30% | $XX | ($XX) | $XX |
| | | | | TOTAL | $XX |

Thank you for your business!

CWDL

[Date]

Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

We are pleased to confirm our understanding of the services we are to provide Burbank Unified School District (the "District") for the year ending June 30, 2027 through 2029 with option to renew through June 30, 2031.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the fiduciary activities, the discretely presented component unit(s), each major fund, and the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ending June 30, 2027 through 2029, with the option to renew through June 30, 2031. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Budgetary Comparison Schedule(s)
3) Schedule of Changes in the Total OPEB Liability and Related Ratios
4) Schedule of the Proportionate Share of the Net Pension Liability
5) Schedule of Contributions - Pensions
6) Notes to Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

1) Local Education Agency Organization Structure
2) Schedule of Expenditures of Federal Awards
3) Schedule of Average Daily Attendance
4) Schedule of Instructional Time
5) Schedule of Financial Trends and Analysis
6) Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
7) Schedule of Charter Schools
8) Combining Statements - Non-Major Governmental Funds
9) Note to Supplementary Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, and the *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- Compliance with laws and regulations in accordance with the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810.
- Annual district audit of all funds, books, and accounts is completed in accordance with *Education Code* Section 41020.

**Auditors' Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time. Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may have direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management Override of Controls
- Revenue Recognition
- Improper Use of Restricted Resources
- Cash with County Treasurer Reconciliation
- Capital Asset Reporting
- State Compliance

Our audit of financial statements does not relieve you of your responsibilities.

**Audit Procedures – Internal Control**

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

**Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

**Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements.

You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with GAAP with the oversight of those charged with governance; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months, if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

**Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of CWDL and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California Department of Education, Federal Oversight Agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CWDL personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the California Department of Education, Federal Oversight Agencies or its designee. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

John Dominguez, CPA, CFE, CGMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit at a mutually agreeable time and to issue our reports no later than December 15 of each year.

Our annual fees for these services for the audit year ending June 30, 2027 through 2029 with option to renew through June 30, 2031, are as follows:

Our invoices for these fees will be rendered each month as work progresses and are payable within 45 days upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue after the 45-day grace period and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

**Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement.

If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

*Government Auditing Standards* require us to provide a copy of our most recent external peer review report and any subsequent review reports, upon request. Accordingly, if requested, we will transmit separately a copy of our most recent external peer review report and any subsequent reports received during the contract period.

**Reporting**

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

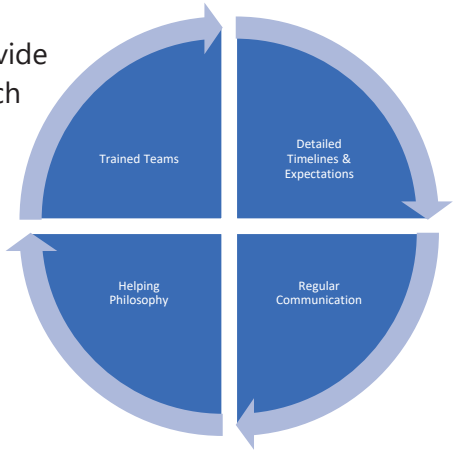
John Dominguez, CPA, CFE, CGMA
Partner and Authorized Representatives
CWDL, Certified Public Accountants

**Why Our Firm –** Two major factors to performing a high-quality audit are: accountability and supervision. CWDL has developed a highly organized governmental audit team that adheres to both. John Dominguez as the engagement partner and Ben Leavitt as the in-field manager on the audit and will supervise the in-field associates. In addition, to keep them accountable to high standards, the files will be reviewed by Dennis V. Maschke to ensure a high-quality audit. Inevitably, during the audit process, questions arise. With a clear chain of command structure, it is easy for the associates to understand where they should go with questions. If there are ever issues or findings, associates will go to their manager to ensure they are evaluating the information accurately. Quality is a core value at CWDL and a well-structured team is one way we adhere to that value.

Another way we provide quality service is through our continual staff development. We understand the changing environments that School Districts face, and it is important that our engagement teams are properly trained and certified. It is important to us that each of our team members are properly certified so they can provide quality service and knowledge to each of our clients.

**Auditor Transition –** CWDL specializes school district audits and its partners manage the entire engagement. Because of this, and our focus on regular communication, the transition to a new audit firm will be smooth and effective. We encourage you to speak to our references, particularly those with which we have recently engaged to hear about the transition directly from their perspective.

To make this smooth and effective transition happen, we will provide you with: trained and supervised staff, a detailed audit plan at each phase of the audit, a detailed timeline, and regular communication on the audit status. We understand an audit can be a difficult time. It is time consuming to prepare all our audit requests while completing the daily tasks of a school district official. Our mission is to make the audit process as easy as possible. We have a philosophy of helping our clients, answering their questions and providing detailed request to make the process smoother.




**Importance of Certifications –** At CWDL we understand that the Certified Public Accountant ("CPA") designation is a valuable and highly respected credential in accounting and auditing. It demonstrates a strong knowledge of accounting practices, applicable laws and regulations, and the high standards of professionalism that our clients expect. Importantly, every supervisor and management team member assigned to the District is a licensed CPA — ensuring that experienced, credentialed professionals are leading your engagement.

**Not just CPAs –** Beyond our CPA credentials, your fieldwork team also includes members that hold the Certified Fraud Examiner ("CFE") designation. This enables us to offer fraud examination and forensic accounting services to your District, should the need arise. Our CFEs are well-versed in the operations of school districts and are available to assist with these expanded services — providing an additional layer of protection and value to your organization.

**Peer Review Report –** CWDL is extremely proud to provide our peer review report. As members of the AICPA Private Practices Group we participate in the peer review process. The peer review process is conducted every three years. **Included below under the attachments section is a copy of our current quality control report opinion issued in August 2023. We are proud to report that the opinion is Pass, the best opinion that a firm can receive.** This opinion was issued over our governmental audit practice as well as our not-for-profit and for-profit audit engagements. We are extremely proud to say that all aspects of our quality control systems have received this opinion. There were no deficiencies noted in the extremely thorough review performed, nor were any identified during the California Board of Accountancy peer review board acceptance process.

**Experience in Auditing Computerized Systems –** CWDL has extensive experience auditing computerized systems commonly used by K-12 school Districts. We are experienced with the use of the CGI Advantage BEST system as many of our clients throughout Los Angeles County use this system. With auditor login, we are able to perform many of our sample selections and testing independently, saving the District time and ensuring an efficient and effective audit. In addition to BEST, we are deeply knowledgeable on other systems including QSS, Peoplesoft and other commonly used electronic systems. We employ state of the art auditing technology to further leverage our clients ability to provide and receive meaningful audit results from a date-driven approach.

**Insurance –** CWDL has errors and omissions insurance, property and liability, workers' compensation insurance, and automotive and will indemnify and hold harmless the District from and against all losses and claims in the execution of our work or the consequences of any negligence or carelessness on our part. We carry a minimum of $5,000,000 in professional liability insurance. **The Certificates of Insurance are available under the attachments section of this report.**

Additionally, the professional liability insurance will protect from claims arising out of the performance of professional services caused by a negligent act, error or omission of the Auditor, or act for which the Auditor is legally liable, shall be provided in an amount of not less than $1,000,000 per claim. The professional liability insurance shall remain in full force and effect for a minimum period of two (2) years after the termination of the contract.

For a Declarations and Certifications, please refer to the ***"Attachments"*** section of this report.

# Attachments


- **MANAGEMENT RESUMES** **A-1**
- **PEER REVIEW REPORT** **A-2**
- **GENERAL LIABILITY INSURANCE** **A-3**
- **EXHIBIT B – AUDITING SERVICES QUESTIONNAIRE** **A-4**
- **EXHIBIT C – AUDITING SERVICES REFERENCES** **A-5**
- **EXHIBIT D – DECLARATIONS AND CERTIFICATIONS** **A-6**
- **Q&A** **A-7**



## PROFILE

Mr. Dominguez specializes in audits and consulting engagements of community colleges and school districts. He has over twenty-one (21) years of audit and consulting experience. He is the managing principal in-charge of the government practice at CWDL. Mr. Dominguez has spoken at various community college and school district conferences on upcoming GASBs and internal control procedures. He is a licensed CPA in the State of California and had earned his degree from San Diego State University.

## CONTACT

PHONE:
619-729-7069

WEBSITE:
www.cwdl.com

EMAIL:
jdominguez@cwdl.com

## HOBBIES

- Spending time with family
- Golf
- Continuous education
- Motorsports

# JOHN DOMINGUEZ

Partner

## CLIENTS SERVED DURING CAREER

**Community College Districts**

Allan Hancock Community College District
Butte-Glenn Community College District
College of the Sequoias Community College District
Grossmont-Cuyamaca Community College District
Hartnell Community College District
Lake Tahoe Community College District
Lassen Community College District
Marin Community College District
Mendocino-Lake Community College District
MiraCosta Community College District
Mohave Community College District
Mt. San Jacinto Community College District
Napa Valley Community College District
Ohlone Community College District
Palo Verde Community College District
Palomar Community College District
Rio Hondo Community College District
Redwoods Community College District
San Diego Community College District
San Jose/Evergreen Community College District
San Mateo County Community College District
Shasta-Tehama-Trinity Joint Community College District
Siskiyou Joint Community College District
South Orange County Community College District
West Valley-Mission Community College District
Yuba Community College District

**School Districts**

Stafford Unified School District
St. Johns Unified School District
Arcohe Union School District
Central Union School District
Lincoln Unified School District
Pima Unified School District
Mohave Valley Elementary School District
Emery Unified School District
Pleasanton Unified School District
Lennox School District
South Whittier School District
South Pasadena Unified School District
South San Francisco Unified School District
Sweetwater Union High School District
Santa Monica-Malibu Unified School District
La Mesa-Spring Valley Elementary School District
Culver City Unified School District
Grossmont Union High School District
Redondo Beach Unified School District

*Amongst more not listed*



## PROFILE

Mr. Leavitt specializes in audits and consulting engagements of community colleges, school districts and other nonprofit organizations. He has over eighteen (18) years of audit and consulting experience. Mr. Leavitt has also performed many forensic audits and investigations. He is a certified CFE and CPA both in the State of Arizona and California. Mr. Leavitt annually attends school finance conferences and workshops. Mr. Leavitt graduated from California State University San Marcos with Honors, earning a bachelor's degree in Business Administration, Option Accountancy.

## CONTACT

PHONE:
858-472-0216

WEBSITE:
www.cwdl.com

EMAIL:
bleavitt@cwdl.com

## HOBBIES

- Spending time with family
- Cars
- Continuous education
- Walking dogs

# BEN LEAVITT

Partner

## CLIENTS SERVED DURING CAREER

**Community College Districts**
Antelope Valley Community College District
Butte-Glenn Community College District
Copper Mountain Community College District
Glendale Community College District
Hartnell Community College District
Lake Tahoe Community College District
Lassen Community College District
Mendocino-Lake Community College District
Mt. San Jacinto Community College District
Napa Valley Community College District
Palomar Community College District
Peralta Community College District
Rio Hondo Community College District
San Diego Community College District
San Jose/Evergreen Community College District
Shasta-Tehama-Trinity community College District
Siskiyou Joint Community College District
South Orange County Community College District
West Kern Community College District
West Valley-Mission Community College District
Yuba Community College District

**School Districts**
Arcohe Union School District
Cobre Valley Institute of Technology
Culver City Unified School District
Emery Unified School District
Grossmont Union High School District
La Mesa-Spring Valley Elementary School District
Lincoln Unified School District
Paloma Elementary School District
Pleasanton Unified School District
San Diego Unified School District
Santa Monica-Malibu Unified School District
Sentinel Elementary School District
Shonto Governing Board of Education, Inc.
South Pasadena Unified School District
South San Francisco Unified School District
South Whittier School District

**Municipalities and Other Governments**
San Diego County Investment Pool
City of Brawley
City of Calapatria
San Diego Geographical Information Source JPA
San Diego County Emergency Services Organization JPA
Los Angeles World Airport Noise Mitigation JPA

*Amongst more not listed*

# JOSEPH TARANTINO

Senior Manager



## PROFILE

Mr. Tarantino has over nineteen (19) years of experience providing accounting and audit services for governmental agencies. Prior to joining CWDL, Joe worked as an Assistant Director of Fiscal Services for Poway Unified School District. Additionally, Joe worked as an audit supervisor for a mid-sized CPA firm providing audit services to California K-12 Local Education Agencies. Joe graduated from San Diego State University with his Bachelor's in Accounting.

## CONTACT


PHONE:
(858) 251-1499

WEBSITE:
www.cwdl.com

EMAIL:
jtarantino@cwdl.com


## HOBBIES

- Fishing
- Hunting
- Archery
- Mountain bikes
- Golf

## CLIENTS SERVED DURING CAREER

**School Districts**

ABC Unified School District
Arcohe Union School District
Alta Loma School District
Black Oak Mine Unified School District
Camino Union Elementary School District
Centinela Valley Union High School District
Central Union School District
Covina Valley Unified School District
Culver City Unified School District
El Dorado Union High School District
Elverta Joint Elementary School District
Emery Unified School District
Fremont Unified School District
Grossmont Union High School District
Lake Tahoe Unified School District
Lincoln Unified School District
Los Gatos Union School District
Mother Lode Union Elementary School District
Murrieta Valley Unified School District
Pioneer School District
Placerville Union School District
Pleasanton Unified School District
Poway Unified School District
Reef Sunset Unified School District
Santa Maria-Bonita School District
Santa Monica-Malibu Unified School District
Solana Beach School District
Temecula Valley Unified School District
Temple City Unified School District
Sierra-Plumas Joint Unified School District
Yucaipa-Calimesa Joint Unified School District

*Amongst more not listed*

# DENNIS V MASCHKE

Partner



## PROFILE

Mr. Maschke specializes in audits and consulting engagements of school districts and municipal entities. He has over twenty-one (21) years of audit and consulting experience. He has spoken at numerous AASBO, GFOA and ASCPA events and has been published in the ASCPA magazine. Mr. Maschke joined CWDL on August 1, 2012, after a 13-year career with a top ten accounting firm. He is a licensed CPA in the State of Arizona and had earned his MBA from Davenport University.

## CONTACT

PHONE:
480-678-7462

WEBSITE:
www.cwdl.com

EMAIL:
dmaschke@cwdl.com

## HOBBIES

- Spending time with Family
- Gold
- Continuous Education

## CLIENTS SERVED DURING CAREER

**Unified School Districts**
St. Johns Unified School District
Thatcher Unified School District
Hayden-Winkelman Unified School District
Tombstone Unified School District
Deer Valley Unified School District
Window-Rock Unified School District
Tuba City Unified School District
Peoria Unified School District
Flagstaff Unified School District
San Carlos Unified School District
Chandler Unified School District
San Simon Unified School District
Page Unified School District
Kingman Unified School District
Nadaburg Unified School District

**Elementary School Districts**
Madison Elementary School District
Roosevelt Elementary School District
Elfrida Elementary School District
Paloma Elementary School District
Sentinel Elementary School District
Mohave Valley Elementary School District
Tempe Elementary School District
Palominas Elementary School District

**High School Districts**
Colorado River Union High School District
Valley Union High School District
Phoenix Union High School District

**CTEDs**
Central Arizona Valley Institute of Technology
East Valley Institute of Technology
Cochise Technology District
Cobre Valley Institute of Technology

**Charter Schools**
Shonto Governing Board of Education, Inc.
Steppingstones Academy
Paradise Education

**Municipalities**
Town of Youngtown
Town of Star Valley
Town of Paradise Valley
Town of Tombstone
Town of Huachuca City

*Amongst more not listed*

EDWARD A. ROSE, JR.
CERTIFIED PUBLIC ACCOUNTANT, P.C.
( LICENSED IN TEXAS, CALIFORNIA, & NEVADA)

ONE HARBOUR SQUARE
3027 MARINA BAY DRIVE, SUITE 208
LEAGUE CITY, TEXAS 77573

edrose@edroseattorneycpa.com

OFF: 713-581-6029
CELL: 760-580-7511
FAX: 832-201-9960

## Report on the Firm's System of Quality Control

August 5, 2023

To: The Partners of CWDL, Certified Public Accountants and the Peer Review Committee of the California Society of CPAs.

We have reviewed the system of quality control for the accounting and auditing practice of CWDL, Certified Public Accountants in effect for the year ended March 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

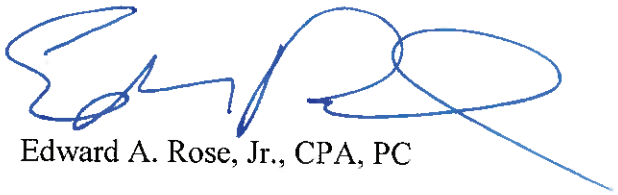
**Required Selections and Considerations**

Engagements selected for review included audits of Employee Benefit Plans and engagements performed under *Government Auditing Standards including compliance audits under the Single Audit Act.*

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of CWDL, Certified Public Accountants in effect for the year ended March 31, 2022 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. **CWDL, Certified Public Accountants has received a rating of PASS.**



Edward A. Rose, Jr., CPA, PC

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/07/2025

PRODUCER (858) 569-8100
Bill Corley Insurance Agency
PO Box 430

Vista CA 92085-

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

| INSURERS AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A: StarStone Specialty Ins | |
| INSURER B: | |
| INSURER C: | |
| INSURER D: | |
| INSURER E: | |

INSURED
CWDL CPAs
3131 Camino Del Rio North
Suite 820
San Diego CA 92108-

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | ADD'L INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|---|---|---|---|---|---|---|---|
| | | GENERAL LIABILITY | | / / | / / | EACH OCCURRENCE | $ |
| | | COMMERCIAL GENERAL LIABILITY | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $ |
| | | CLAIMS MADE OCCUR | | / / | / / | MED EXP (Any one person) | $ |
| | | | | | | PERSONAL & ADV INJURY | $ |
| | | | | / / | / / | GENERAL AGGREGATE | $ |
| | | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | PRODUCTS - COMP/OP AGG | $ |
| | | POLICY PRO-JECT LOC | | / / | / / | | |
| | | AUTOMOBILE LIABILITY | | / / | / / | COMBINED SINGLE LIMIT (Ea accident) | $ |
| | | ANY AUTO | | | | | |
| | | ALL OWNED AUTOS | | / / | / / | BODILY INJURY (Per person) | $ |
| | | SCHEDULED AUTOS | | | | | |
| | | HIRED AUTOS | | / / | / / | BODILY INJURY (Per accident) | $ |
| | | NON-OWNED AUTOS | | | | | |
| | | | | / / | / / | PROPERTY DAMAGE (Per accident) | $ |
| | | GARAGE LIABILITY | | | | AUTO ONLY - EA ACCIDENT | $ |
| | | ANY AUTO | | / / | / / | OTHER THAN AUTO ONLY: EA ACC | $ |
| | | | | | | AGG | $ |
| | | EXCESS/UMBRELLA LIABILITY | | / / | / / | EACH OCCURRENCE | $ |
| | | OCCUR CLAIMS MADE | | | | AGGREGATE | $ |
| | | | | | | | $ |
| | | DEDUCTIBLE | | / / | / / | | $ |
| | | RETENTION $ | | | | | $ |
| | | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | / / | / / | WC STATU-TORY LIMITS OTH-ER | |
| | | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? | | | | E.L. EACH ACCIDENT | $ |
| | | If yes, describe under SPECIAL PROVISIONS below | | / / | / / | E.L. DISEASE - EA EMPLOYEE | $ |
| | | | | | | E.L. DISEASE - POLICY LIMIT | $ |
| A | | OTHER Professional Liability | ME000371659P | 04/24/2025 / / | 04/24/2026 / / | Limit | 5,000,000 |
| | | | | | | Aggregate | 5,000,000 |
| | | | | | | (Deductible) | 15,000 |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Accounting & Audit Services

Coverage subject to terms and conditions of the policy

## CERTIFICATE HOLDER

( ) - ( ) -

Insured's Copy

-

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 010 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Bill Corley

# IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

May 13, 2025

For Informational Purposes
3131 CAMINO DEL RIO N STE 820
SAN DIEGO CA 92108

## Account Information:

| | |
|---|---|
| **Policy Holder Details :** | **CWDL CPA'S** |

### Contact Us

**Need Help?**

Chat online or call us at

(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/13/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| PRODUCER | CONTACT NAME: | |
|---|---|---|
| NETWORK ONE INS & FIN SVCS INC<br>57150430<br>PO BOX 430<br>VISTA CA 92085 | PHONE (A/C, No, Ext): (858) 569-8100 | FAX (A/C, No): (408) 604-0967 |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC# |
| | INSURER A : Hartford Underwriters Insurance Company | 30104 |
| INSURED | INSURER B : | |
| CWDL CPA'S<br>3131 CAMINO DEL RIO N STE 820<br>SAN DIEGO CA 92108-5709 | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE [X] OCCUR<br>[X] General Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>[X] POLICY [ ] PRO-JECT [ ] LOC<br>[ ] OTHER: | | | 57 SBA BL5RJS | 05/15/2025 | 05/15/2026 | EACH OCCURRENCE | $2,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $1,000,000 |
| | | | | | | | MED EXP (Any one person) | $10,000 |
| | | | | | | | PERSONAL & ADV INJURY | $2,000,000 |
| | | | | | | | GENERAL AGGREGATE | $4,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | $4,000,000 |
| | | | | | | | | |
| A | **AUTOMOBILE LIABILITY**<br>[ ] ANY AUTO<br>[ ] ALL OWNED AUTOS<br>[ ] SCHEDULED AUTOS<br>[X] HIRED AUTOS<br>[X] NON-OWNED AUTOS | | | 57 SBA BL5RJS | 05/15/2025 | 05/15/2026 | COMBINED SINGLE LIMIT (Ea accident) | $2,000,000 |
| | | | | | | | BODILY INJURY (Per person) | |
| | | | | | | | BODILY INJURY (Per accident) | |
| | | | | | | | PROPERTY DAMAGE (Per accident) | |
| | | | | | | | | |
| | [ ] **UMBRELLA LIAB** [ ] OCCUR<br>[ ] **EXCESS LIAB** [ ] CLAIMS-MADE<br>[ ] DED [ ] RETENTION $ | | | | | | EACH OCCURRENCE | |
| | | | | | | | AGGREGATE | |
| | | | | | | | | |
| | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY**<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **Y/N** [ ] **(Mandatory in NH)**<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N/ A | | | | | [ ] PER STATUTE [ ] OTH-ER | |
| | | | | | | | E.L. EACH ACCIDENT | |
| | | | | | | | E.L. DISEASE -EA EMPLOYEE | |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | |
| | | | | | | | | |

***DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES*** **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations.

**CERTIFICATE HOLDER**

For Informational Purposes
3131 CAMINO DEL RIO N STE 820
SAN DIEGO CA 92108

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

Susan L. Castaneda

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# *Exhibit B*

## *Auditing Services Questionnaire*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** CWDL, Certified Public Accountants

---

All questions must be answered fully and accurately. If additional space is required, attach supplemental pages clearly labeled with the corresponding section and question number.

**SECTION I: AUDITING FIRM INFORMATION**

1. Legal name of firm: CWDL, Certified Public Accountants
2. Type of Entity: *(Check only one box below.)*
   - ☐ Corporation
   - ☐ Limited Liability Company
   - ☒ Partnership
   - ☐ Sole Proprietorship
   - ☐ Other — Specify type: _____
3. State (in the U.S.) of Organization: San Diego
4. Years in operation (Formed or Established): 12+ years
5. Principal office address and phone number:
   3131 Camino Del Rio North, Suite #820, San Diego, CA 92108
   (858) 387-2500
6. Office location from which services will be provided:
   The work will be conducted from our San Diego Office at the address stipulated above.
7. Is your firm currently designated as Active on the State Controller's Office to perform K-12 Local Agency Audits?
   ☒ Yes ☐ No

## SECTION II: AUDITOR QUALIFICATIONS

1. List all Auditors proposed for District service, including:

   Name: CWDL, Certified Public Accountants

   California Licensed CPA or California Accounting Firm Number: 7528

   Years licensed in California: 12+ years

   Years of K-12 public education experience: 18+ years

2. Identify the primary Auditor and designated backup Auditor(s).

   John Dominguez, CPA, CFE, CGMA - Primary Auditor

   Ben Leavitt, CPA, CFE - Primary Auditor

   Steven Currie, CPA - Backup Auditor

## SECTION III: SERVICE LEVELS, RESPONSIVENESS & ENGAGEMENT MANAGEMENT

1. **Commitment to response times:**

   a. Routine accounting/audit inquiry:

   ❑ 12 hrs. ■ 24 hrs. ❑ 48 hrs. ❑ 72 hrs.

   b. Urgent Board or Audit Committee matter:

   ■ Same day ❑ Next business day ❑ Other: _____

2. **Ability to attend Board or Audit Committee meetings (in person or virtual) with notice of:**

   ❑ 12 hrs. ■ 24 hrs. ❑ 48 hrs. ❑ 72 hrs.

3. **Engagement Staffing and Continuity:**

   Identify the Engagement Point of Contact, Audit Manager, and key staff assigned to the District.

   John Dominguez, CPA, CFE, CGMA - Engagement point of contact

   Ben Leavitt, CPA, CFE - In field manager

   Joseph Tarantino, CPA - In field supervisor

   Describe your firm's policy regarding partner/manager Auditor rotation.

   The Lead Engagement Partner is subject to mandatory rotation in accordance with applicable regulations. For Manager rotation, while not always mandated by regulation, our firm proactively rotates managers to introduce fresh perspectives, mitigate familiarity risks and enhance audit effectiveness. Typically, rotation or role reassignment is considered after 4-6 years on the same engagement.

Describe procedures to ensure continuity and minimize staff turnover during the engagement of services to the District.

Our firm assign a core engagement team with clearly defined roles and responsibilities at the outset of the engagement. Each team composition is carefully planned to balance technical experience and promote long-term assignment continuity. We also maintain backup personnel for all critical roles to ensure continuity in the event of unforeseen changes.

4. **Backup Coverage Procedures:**

Describe procedures to ensure uninterrupted service in the event of illness, turnover, or other unavailability of key personnel.

For each engagement, we designate primary and secondary personnel for all critical roles. Backup members are selected based on relevant experience and familiarity with similar engagements and provided with access to engagement documentation and planning materials. This ensures that qualified personnel can step in immediately with minimal lead time.

5. **Timeline Management:**

Describe your firm's process for ensuring audits are completed in time to meet California Education Code deadlines and State Controller reporting requirements.

Our firm employs a disciplined, milestone-driven audit approach specifically designed to ensure all audits are completed in full compliance with California Education Code requirements and State Controller's (SCO) Office reporting deadlines, including the statutory filing deadline of December 15 for annual audit reports.

## SECTION IV: PRICING & BILLING PRACTICES

1. Are all hourly rates by role (Engagement Partner / Audit Manager / Senior / Staff) included in the Response?
   ☑ Yes ☐ No
2. Billing increment used (e.g., 6-minute, 15-minute increments):
   15-minute increment
3. Is travel time billed?
   ☐ Yes ☑ No
4. Identify non-billable administrative costs (copies, clerical, technology fees, etc.).

CWDL takes great deal of pride in our All-Inclusive Annual Fee. This fee encompasses a variety of situations that trigger supplemental billings at many of our competitors. Items such as the following will not cause an additional fee: (1) Implementation Support for New GASB Pronouncements, (2) Addtl Fieldwork Visits & Scheduling Changes, (3) Focused Staff Trainings, (4) Addtl Meetings and Presentations and (5) Other administrative costs.

5. Identify all fees, costs, markups, surcharges, or administrative charges that may be billed to the District that are not included in the stated hourly rates or fee proposal. For each item, describe how the fee is calculated and when it may be assessed. Any fee or charge not expressly disclosed shall be deemed non-reimbursable.

None. We offer "All-Inclusive" annual fees.

6. Confirm that your proposed pricing includes all required components of a California K-12 audit, including but not limited to:

- ☑ Annual Financial Audit
- ☑ Single Audit (if applicable)
- ☑ State Compliance Reporting
- ☑ GASB implementation support
- ☑ Attendance/ADA testing
- ☑ Proposition 39 or Bond Fund audits (if applicable)

## SECTION V: LICENSURE, QUALITY CONTROL & PROFESSIONAL STANDARDS

1. Confirm the firm holds a current and active registration with the **California Board of Accountancy (CBA)**.

   ☑ Yes Firm License Number: 7528 ☐ No

2. Confirm that all signing partners assigned to this engagement hold active California CPA licenses.

   ☑ Yes ☐ No

3. Is your firm enrolled in and compliant with the **AICPA Peer Review Program**?

   ☑ Yes ☐ No

   Date of most recent Peer Review: August 2023

   Result: ☑ Pass ☐ Pass with deficiencies ☐ Fail

4. Attach or describe the results of your most recent peer review, including any findings related to governmental or school district audits.

We are proud to report that the peer review opinion is PASS, which is the best opinion that a firm can receive. There were no deficiencies noted in the extremely thorough review performed nor where any identified during the peer review board acceptance process.

5. Describe your firm's use of data analytics or technology in conducting audits.

Our firm integrates advanced data analytics and technology throughout the audit process to enhan audit quality, improve efficiency, and provide deeper insights to our clients. These tools enable a more comprehensive, risk-focused audit approach while ensuring compliance with professional standards.

6. Describe your firm's internal quality control procedures to ensure compliance with:
   - Government Auditing Standards (Yellow Book)
   - GAAS
   - GASB standards
   - California Education Code audit requirements

See page 6 of this report.

## SECTION VI: CONFLICTS, ETHICS & DISCIPLINARY HISTORY

1. Disclose any current or recent engagements that may pose a conflict of interest with Burbank Unified School District, including services provided to vendors, charter schools, or related entities.

See page 6 of this report.

2. Describe your firm's independence policies and procedures to ensure compliance with Government Auditing Standards independence requirements.

See page 7 of this report.

3. Within the past five (5) years, has your firm or any assigned partner been subject to:
   - CBA disciplinary action? ❑ Yes ■ No
   - AICPA disciplinary action? ❑ Yes ■ No
   - Suspension, probation, or license restriction? ❑ Yes ■ No
     If yes, explain each instance:

N/A

4. Disclose any malpractice claims, professional liability claims, or litigation related to audit services within the past five (5) years.

See page 7 of this report.

## SECTION VII: CONTRACT PERFORMANCE, DISPUTES & CLAIMS

1. Within the last five (5) years, has any public agency terminated your firm's audit contract for cause?
   ❑ Yes ■ No

   If yes, explain:

N/A

2. Within the last five (5) years, has your firm been removed from a California State Controller's approved K-12 audit firm list or been subject to State review findings?

☐ Yes ☒ No

If yes, explain:

N/A

3. Within the last five (5) years, has an insurer paid funds due to alleged failure in audit performance?

☐ Yes ☒ No

If yes, explain:

N/A

4. Within the last five (5) years, has any public agency filed a claim or legal action against your firm related to audit services?

☐ Yes ☒ No

If yes, explain:

N/A

<REMAINDER OF PAGE INTENTIONALLY LEFT BLANK>

**SECTION VIII: CRIMINAL & CIVIL MATTERS**

1. Within the last five (5) years, has your firm or any owner, officer, or partner been convicted of a crime related to fraud, financial misconduct, or public contracting?
   ❑ Yes ■ No

2. Within the last five (5) years, has your firm or any assigned engagement partner been held liable in a civil action involving professional negligence, false claims, or misrepresentation to a public agency?
   ❑ Yes ■ No

3. Within the last five (5) years, has your firm been found in violation of any federal or state law related to public funds, independence standards, or governmental auditing?
   ❑ Yes ■ No

   If yes to any above, explain fully:

N/A

<END OF EXHIBIT B>

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** CWDL, Certified Public Accountants

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

---

School District: ABC Unified School District ADA: 17,000 (approx)

Dates of Service: FY25 through present

Contact Person and Title: Monika Arora, Director of Fiscal/Planning Services

Email and Telephone: monika.arora@abcusd.usd | (562) 926-5566 Ext. 21239

Scope of Services Provided: Audits of District and Prop 39

---

School District: Fremont Unified School District ADA: 31,600 (approx)

Dates of Service: FY22 through present

Contact Person and Title: Robert Pascual, Assistant Superintendent of Business

Email and Telephone: rpascual@fusdk12.net | (510) 659-2572 Ext. 12272

Scope of Services Provided: Audits of District, Prop 39 Bonds, Prop 51 App #s

---

School District: Murrieta Valley Unified School District ADA: 20,300 (approx)

Dates of Service: FY24 through present

Contact Person and Title: Samantha Toumayan, Director of Fiscal Services

Email and Telephone: stoumayan@murrieta.k12.ca.us | (951) 696-1600 Ext. 1082

Scope of Services Provided: Audits of District, Prop 39 Bonds, Prop 51 App #s

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*This page may be duplicated as necessary.*

# *Exhibit C*

## *Auditing Services References*

**District:** Burbank Unified School District
**Services:** District Financial Auditing Services
**RFP No.:** 2526-019
**Firm Name:** CWDL, Certified Public Accountants

Identify all California K-12 school districts currently served by your firm, including district size (ADA or enrollment) and years served. Duplicate this page as needed, mark page numbering, and include all pages with the Response.

---

School District: Yucaipa-Calimesa Joint Unified School District ADA: 7,200 (approx)

Dates of Service: FY24 through present

Contact Person and Title: Amber Travis, Coordinator-Fiscal Services

Email and Telephone: amber_travis@ycjusd.us | (909) 797-0174 Ext. 5806

Scope of Services Provided: Audits of District and Digital Signature

---

School District: Alta Loma School District ADA: 5,400 (approx)

Dates of Service: FY25 through present

Contact Person and Title: Ryan Peterson, Director of Fiscal Services

Email and Telephone: rpeterson@alsd.org | (909) 484-5151 Ext. 102061

Scope of Services Provided: Audits of District, Prop 39 Bonds

---

School District: Grossmont Union High School District ADA: 15,000 (approx)

Dates of Service: FY24 through present

Contact Person and Title: Cindy Decker, Internal Auditor

Email and Telephone: cdecker@guhsd.net | (619) 644-8061

Scope of Services Provided: Audits of District, Prop 39 Bonds, JPA

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*This page may be duplicated as necessary.*

# *Exhibit D*

## *Declarations and Certifications*

## FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

(Education Code Section 45125.2)

Note: This document must be executed and submitted with the Proposal.

Business entities entering into contracts with the District 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. Provide an employee, who the Department of Justice has ascertained has not been convicted of a violent or serious felony, to continually monitor and supervise employees. The entity shall verify to the District that the employee charged with monitoring and supervising their employees has no such convictions.
   c. Arrange for surveillance by personnel, with District 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. District 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.

CWDL, Certified Public Accountants

Company Name



Signature

John Dominguez, CPA, CFE, CGMA

Print Name

May 15, 2026

Date

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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.

JD

INTIALS

## ATTACHMENT TO FINGERPRINTING NOTICE AND ACKNOWLEDGMENT

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
(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.

JD

INTIALS

# DRUG-FREE WORKPLACE CERTIFICATION

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 District 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.

CWDL, Certified Public Accountants

Company Name



Signature

John Dominguez, CPA, CFE, CGMA

Print Name

May 15, 2026

Date

# NONCOLLUSION DECLARATION

The undersigned declares:

This proposal is submitted independently and in good faith, and is not made in the interest of, or on behalf of, any undisclosed person or entity.

The bidder states that this proposal is genuine and not collusive. The bidder has not directly or indirectly induced or encouraged any other person or entity to submit a false or sham proposal. The bidder has not directly or indirectly colluded, conspired, agreed, or otherwise coordinated with any other bidder to submit a sham bid or to refrain from submitting a proposal.

The bidder has not, by agreement, communication, or discussion with any person or entity, attempted to fix, influence, or control the bid price, or any element of the bid price, including costs, overhead, or profit, for this bid or for any other bidder.

All statements contained in this proposal are true and correct.

The bidder has not disclosed the bid price, any pricing information, or the contents of this proposal to any person or organization for the purpose of restricting competition or securing an unfair competitive advantage. The bidder has not paid, and will not pay, any person or entity to engage in such conduct.

If this declaration is executed on behalf of a corporation, partnership, joint venture, limited liability company, or other legal entity, the undersigned declares that they are duly authorized to execute this declaration and submit the proposal 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.

CWDL, Certified Public Accountants

Company Name



Signature

John Dominguez, CPA, CFE, CGMA

Print Name

May 15, 2026

Date

# WORKERS' COMPENSATION CERTIFICATION

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 District with Certificates of Insurance evidencing that Workers' Compensation Insurance is in effect and providing that the District will receive thirty (30) days' notice of cancellation.

CWDL, Certified Public Accountants

Company Name



Signature

John Dominguez, CPA, CFE, CGMA

Print Name

May 15, 2026

Date

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 agreement.

# CERTIFICATION REGARDING RESPONSE

The undersigned certifies, represents, and warrants as follows:

1. **Authority to Submit Response**
   The undersigned is a duly authorized representative of the Proposer and is fully authorized to submit this Response on behalf of the Proposer and to bind the Proposer to the statements, representations, and commitments contained therein.
2. **Accuracy and Completeness of Response**
   The undersigned certifies that the Response submitted is **true, complete, and not misleading**, and that no material facts relevant to the District's evaluation of the Response have been omitted.
3. **Binding Representations**
   The Proposer agrees to be **bound by all representations and statements** made in the Response, including all certifications, assurances, and commitments contained therein.

The undersigned declares **under penalty of perjury under the laws of the State of California** that the foregoing certifications and representations are true and correct.

CWDL, Certified Public Accountants

Company Name



Signature

John Dominguez, CPA, CFE, CGMA

Print Name

May 15, 2026

Date

A-7

PLANET BIDS

Burbank Unified School District

# K-12 Local Agency and Bond Auditing Services 2526-019

*Q&A Deadline* May 6, 2026 2:00 PM (PDT)

**Set 1** Released via Email 05/12/2026 7:50 AM (PDT) – 19 questions

**1.1** What would be the first audit fiscal year, is it for year ending June 30, 2026 or June 30, 2027?

Answer For Bond Auditing, the contract would begin with FY 26.
For District Auditing, the contract would begin with FY27.

---

**1.2** What fiscal years does the RFP cover?

Answer For Bond Auditing, the contract would begin with FY 26.
For District Auditing, the contract would begin with FY27.

---

**1.3** Could you please confirm the years that will be covered under the request for audit services?

Answer For Bond Auditing, the contract would begin with FY 26.
For District Auditing, the contract would begin with FY27.

---

**1.4** Does a copy of the firm's standard auditing services agreement or engagement letter count towards the 30-page limitation, with a minimum font size of 11?

Answer Yes.

---

**1.5** What are the District's expectations for on-site versus remote work? Is the District open to working with auditors on a fully remote basis?

Answer Yes, remote work is acceptable and preferred.

---

**1.6** Is the scope of the services requested the same as last year?

Answer We did not issue an RFP last year. This RFP stands alone.

---

**1.7** Were there any disagreements or disputes with the prior auditor that we should be aware of?

Answer None.

---

**1.8** If applicable, could you provide insights into the reasons behind the change in auditors from the prior fiscal year?

Answer Current contract term coming to and end.

---

**1.9** Could you please provide details on the audit fees incurred in the previous fiscal year (by services as described in the RFP, if details wise available)?

Answer We will not disclose the fees or fee structure of the current auditor as part of the RFP process.

---

**1.10** Any new or potential significant events or financial transactions in FY 2026?

Answer No.

---

**1.11** Any Federal Funding so far or anticipated in FY 2026? $1.0 M plus?

Answer No substantial change over previous years.

---

**1.12** Any New Debt in 2026?

Answer No.

---

**1.13** How many journal entries were proposed by the auditor on an annual basis?

Answer This question will not be addressed in this RFP.

---

**1.14** Has there been any turnover in District Accounting Staff after the last audit?

Answer Yes.

---

**1.15** Has there been any turnover in District Management after the last audit?

Answer Yes.

---

**1.16** How long have the current auditors served the District?

Answer 3 years.

---

**1.17** Is the Incumbent Auditor allowed to bid on the RFP, or is this a Mandatory Rotation?

Answer All qualified auditors may submit a response.

---

**1.18** Can you provide the reason for the District going out for RFP?

Answer Current contract coming to an end.

---

**1.19** In your experience, what were the most challenging aspects of the audit process during the previous engagement?

Answer This question will not be addressed as part of this RFP.

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**Burbank Unified School District**
**Business Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with ParentSquare for Home to School Communication |

---

**Background:**

The Burbank Unified School District has identified the need for a comprehensive, integrated communication platform to enhance communication and engagement with students, families, staff, and the community while supporting District attendance monitoring and intervention efforts.

The proposed agreement with ParentSquare, Inc. provides the District with a unified communication platform designed for K–12 school districts, along with Attendance Plus to support attendance monitoring, communication, and intervention. The agreement includes implementation and a phased districtwide rollout beginning during the 2026–2027 school year, with services continuing through June 30, 2030.

**Fiscal Impact:**

The total cost of the agreement shall not exceed $409,725 for the period July 1, 2026, through June 30, 2030, funded through the Technology and Information Services General Fund budget and subject to annual appropriations.

| Contract Period | Amount |
|---|---|
| Implementation / Prorated Year (2026-27) | $58,252.50 |
| 2027-28 | $110,700.00 |
| 2028-29 | $114,918.75 |
| 2029-30 | $125,853.75 |
| **Total Contract** | **$409,725.00** |

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with ParentSquare, Inc. for Districtwide Communication and Attendance Management Platform, as presented.

Jul 13, 2026

Burbank Unified, CA - 0606450
1900 W. Olive Ave.
Burbank, CA 91506

Dear Team,

Thank you for choosing ParentSquare. We appreciate the opportunity to provide you with your customized proposal.

Regards, Chris Prince
chris.prince@parentsquare.com

***Soft Launch:***

Official term start date will be Jan 1, 2027.

Starting Jul 1, 2026, District may begin a phased launch of ParentSquare through Dec 31, 2026. During the phased launch period, District will work with the ParentSquare implementation team to set up data integration, configure settings, and begin account rollout to district and school users (including online training). Any failure of District to meet its obligations under this paragraph may result in a delay of full implementation of ParentSquare, but will not result in a delay in District's obligation to pay hereunder.

Phased account rollout may begin Oct 1, 2026, to ensure data accuracy and form practices and policies for the broader District roll out.

ParentSquare

Onboarding / Prorated Year

ParentSquare Pricing Details

| Product Name | Start Date | End Date | Term | List Price Per Unit | Quantity | Discount | Net Price Per Unit | Net Price |
|---|---|---|---|---|---|---|---|---|
| District Onboarding | Jul 1, 2026 | Sep 30, 2026 | One Time Fee | $6,750 | 1 | 100% | $0 | 0 |
| Attendance Plus Onboarding | Jul 1, 2026 | Sep 30, 2026 | One Time Fee | $3,375 | 1 | 50% | $1,687.5 | $1,687.5 |
| Custom Virtual Training Hour | Jul 1, 2026 | Sep 30, 2026 | One Time Fee | $450 | 3 | 10% | $405 | $1,215 |
| Engage Premium 2026 - Soft Launch | Jul 1, 2026 | Dec 31, 2026 | 6 Month(s) | $0 | 13,500 | 0% | $0 | 0 |
| Engage Premium 2026 - Proration | Jan 1, 2027 | Jun 30, 2027 | 6 Month(s) | $6.5 | 13,500 | 20% | $5.2 | $35,100 |
| Attendance Plus- Proration | Jan 1, 2027 | Jun 30, 2027 | 6 Month(s) | $5 | 13,500 | 40% | $3 | $20,250 |
| | | | | | | | **Total Price** | **$58,252.5** |

Quote Date: Jul 13, 2026
Quote Valid Until: Jul 26, 2026

Quote No: Q-17774-R3

Contract Start Date: Jul 1, 2026
Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

ParentSquare

Term 2

ParentSquare Pricing Details

| Product Name | Start Date | End Date | Term | List Price Per Unit | Quantity | Discount | Net Price Per Unit | Net Price |
|---|---|---|---|---|---|---|---|---|
| Engage Premium 2026 | Jul 1, 2027 | Jun 30, 2028 | 12 Month(s) | $6.5 | 13,500 | 20% | $5.2 | $70,200 |
| Attendance Plus | Jul 1, 2027 | Jun 30, 2028 | 12 Month(s) | $5 | 13,500 | 40% | $3 | $40,500 |
| | | | | | | | **Total Price** | **$110,700** |

Term 3

ParentSquare Pricing Details

| Product Name | Start Date | End Date | Term | List Price Per Unit | Quantity | Discount | Net Price Per Unit | Net Price |
|---|---|---|---|---|---|---|---|---|
| Engage Premium 2026 | Jul 1, 2028 | Jun 30, 2029 | 12 Month(s) | $6.5 | 13,500 | 17.50% | $5.36 | $72,393.75 |
| Attendance Plus | Jul 1, 2028 | Jun 30, 2029 | 12 Month(s) | $5 | 13,500 | 37% | $3.15 | $42,525 |
| | | | | | | | **Total Price** | **$114,918.75** |

Quote Date: Jul 13, 2026
Quote Valid Until: Jul 26, 2026

Quote No: Q-17774-R3

Contract Start Date: Jul 1, 2026
Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

Term 4

ParentSquare Pricing Details

| Product Name | Start Date | End Date | Term | List Price Per Unit | Quantity | Discount | Net Price Per Unit | Net Price |
|---|---|---|---|---|---|---|---|---|
| Engage Premium 2026 | Jul 1, 2029 | Jun 30, 2030 | 12 Month(s) | $6.5 | 13,500 | 7.50% | $6.01 | $81,168.75 |
| Attendance Plus | Jul 1, 2029 | Jun 30, 2030 | 12 Month(s) | $5 | 13,500 | 33.80% | $3.31 | $44,685 |
| | | | | | | | **Total Price** | **$125,853.75** |

Invoicing Schedule: 1. Only the one-time implementation fees are invoiced upon execution. 2. The six-month prorated subscription will be invoiced on January 1, 2027. 3. The annual subscription will begin and be invoiced on July 1, 2027 and annually thereafter.

## Purchase Terms

The Services are subject to the terms contained in this Order Form and in the ParentSquare School Agreement, which is located at www.parentsquare.com/agreement and is incorporated by reference into this Order Form.

Quote Date: Jul 13, 2026 Quote No: Q-17774-R3 Contract Start Date: Jul 1, 2026
Quote Valid Until: Jul 26, 2026 Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

*NOTE -- Pricing above does not reflect ParentSquare's right to increase pricing annually as set forth in the School Agreement. Pricing above also does not include applicable tax, which will be applied upon invoicing.*

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - https://www.parentsquare.com/privacy/

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - https://www.parentsquare.com/terms/

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## For purposes of this Order Form, the ParentSquare School Agreement is amended as follows:

**Section 5.2 of the School Agreement is deleted in its entirety and replaced with the following:**
**5.2 Fees Increases.** Notwithstanding the following sentences in this Section 5.2, for the period beginning Jul 1, 2026, through Jun 30, 2030, there will be no increase in Service fees. Thereafter, due to factors such as inflation and product improvements, we may increase the overall or per unit fees for the Subscription Service by five percent (5%) for each annual period beginning Jun 30, 2030, or change the basis for the calculation of such fees. We will communicate any such increase or change to you no later than sixty (60) days prior to the end of the then-current term. In addition, if you pay us a flat rate based on a maximum number of students and you subsequently exceed that number of students, we may convert your payment structure to a per student rate and you will pay the then-current per student rate beginning at the next annual period of your subscription.

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Quote Date: Jul 13, 2026 | Quote No: Q-17774-R3 | Contract Start Date: Jul 1, 2026
Quote Valid Until: Jul 26, 2026 | Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

| ParentSquare, Inc. | |
|---|---|
| **Name** | Sash Sreetharan |
| **Title** | CFO |
| **Signature** | |
| **Date** | |

| Burbank Unified School District - | |
|---|---|
| **Name** | |
| **Title** | |
| **Signature** | |
| **Date** | |

Quote Date: Jul 13, 2026
Quote Valid Until: Jul 26, 2026

Quote No: Q-17774-R3

Contract Start Date: Jul 1, 2026
Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

ParentSquare

## Engage Premium

**Universal Reach**

- One-way notifications and urgent alerts
- Automated notices and attendance notifications
- Social and website sharing
- Student communication app (StudentSquare)

**True Two-Way**

- Two-way SMS texting
- Two-way app and web messaging
- Two-way email replies
- Automatic language translation

**Enhanced Engagement**

- Newsletter designer (Studio Editor)
- Appointment invitations and RSVPs
- Volunteering and signups
- Searchable directory

**Admin Intelligence**

- Data analytics and reporting
- 100% contactability tools
- Direct SIS integrations
- Custom roles and permissions

**Paperless Workflows**

- Online forms and surveys
- Digital permission slips and signatures
- Secure document delivery
- Public community groups

Quote Date: Jul 13, 2026 Quote No: Q-17774-R3 Contract Start Date: Jul 1, 2026
Quote Valid Until: Jul 26, 2026 Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

ParentSquare

Quote Date: Jul 13, 2026
Quote Valid Until: Jul 26, 2026

Quote No: Q-17774-R3

Contract Start Date: Jul 1, 2026
Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

ParentSquare

## Attendance Plus

- Tracks daily, period*, and half-day* attendance data
- Provides tier-based attendance visualization for early identification and monitoring
- Offers mobile and web parent access for attendance visibility
- Supports student intervention workflows with task assignment and follow-up
- Enables attendance communications through digital letters and automated messages
- Includes reporting tools for workflow tracking, exports, and data visibility

## Attendance Plus Onboarding

- Coordination between ParentSquare Implementation Team and Points of Contact
- Customization of Attendance Plus account (Tiers, action steps, absence codes)
- Attendance data ingestion and review of data
- 1 custom training session
- Quarterly data reviews with district point of contact to understand usage and impact
- Digital training opportunities including recurring webinars, digital training modules, and videos
- Access to “Resource Kit” and Best Practice materials to support Launch
- Ongoing help and support for Admins via email, chat, and voice

ParentSquare

Quote Date: Jul 13, 2026
Quote Valid Until: Jul 26, 2026

Quote No: Q-17774-R3

Contract Start Date: Jul 1, 2026
Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

ParentSquare

## District Onboarding

- Coordination between ParentSquare Implementation Team and Points of Contact
- Creation & configuration of the ParentSquare site
- Data migration and review of Staff, Student, Parent and Roster data
- Digital training opportunities including recurring webinars, digital training modules, and videos
- Access to " Resource Kit" and Best Practice materials to support Launch
- Ongoing help and support for Admins via email, chat, and voice
- Discovery call with Implementation Manager
- District walkthrough videos w/ Q&A option
- 1 hour of Virtual Training or CS consultation (Engagement Team)
- Launch check in meeting
- Ongoing engagement with Customer Success Team

Quote Date: Jul 13, 2026 Quote No: Q-17774-R3 Contract Start Date: Jul 1, 2026
Quote Valid Until: Jul 26, 2026 Contract End Date: Jun 30, 2030

Burbank Unified School District -
1900 W. Olive Ave.
Burbank, CA 91506

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with Fagen Friedman & Fulfrost, LLP |

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**Background:**

The District utilizes Fagen Friedman & Fulfrost LLP (F3 Law) to provide specialized legal services in matters requiring expertise in education law. During the 2026–2027 fiscal year, the District anticipates utilizing the firm primarily for special education legal services, including advice related to the Individuals with Disabilities Education Act (IDEA), Section 504, due process matters, compliance, student placement issues, and representation in administrative proceedings, as needed.

**Fiscal Impact:**

The cost of this agreement shall not exceed $500,000 and will be funded from the General Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with Fagen Friedman & Fulfrost, LLP, as presented.

Fagen Friedman & Fulfrost LLP

# AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Burbank Unified School District ("Client") and the law firm of Fagen Friedman & Fulfrost LLP (F3 Law) ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2026 through June 30, 2027:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries. *Except in emergencies or where otherwise authorized by the Superintendent or Assistant Superintendent, Business Services, Attorney shall notify the District before incurring legal fees expected to exceed an agreed-upon threshold on any single matter.*

3. CLIENT'S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services, which may be referred to as Next Level Client Services, in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney consultants, including but not limited to: governance training and assistance; communications services; education program planning and implementation; mentoring, coaching, and leadership; strategic planning and solutions; and advocacy at the local and state level. *Consulting services shall only be provided with prior written authorization from the District.*

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. Attorney will protect Client data in a manner that is compliant with state and federal law. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Attorney will take reasonable precautions to keep email and other electronic data confidential and secure.

6. TECHNOLOGY AND ARTIFICIAL INTELLIGENCE. F3 Law may utilize generative artificial intelligence in the course of providing legal services to the Client under this Agreement. When used, F3 ensures that Generative A.I. increases efficiency and quality of work product, and helps control costs, and is always used within applicable professional standards. As with any technology, F3 requires that use of generative A.I. is in a manner that conforms to each F3 Law Attorney's professional responsibility obligations under the law and ethical requirements and is consistent with client expectations. F3 Law always safeguards client confidences and preserves the Attorney-client privilege, adhering to stringent security, confidentiality, and data retention protocols. Such protection is enhanced by ensuring that any A.I. system accessing client information is a closed system protected from access by outside programs or third parties. F3 Law complies with all applicable privacy laws and regulations, including but not limited to the Family Educational Rights and Privacy Act. F3 Law always complies with the ethical standards for Attorney use of A.I. as required by the law and guidance of the state bar in which the client is located. Among other things, an Attorney will always critically review, validate and, as necessary, correct, all generative A.I. outputs, including, but not limited to, analysis and citations to authority for accuracy and to ensure that the work product reflects and supports the interests and priorities of the client, before submitting anything to the client, another party, a court or administrative agency. F3 Law complies with all rules, orders, or other requirements in the relevant jurisdiction/forum that may require disclosure of the use of generative A.I.

7. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal

personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

*The rates on this schedule shall remain fixed through June 30, 2027*. Current job title designations/ classifications listed hereon, are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. *Attendance of multiple attorneys at the same meeting or proceeding shall require advance approval of the District unless reasonably necessary due to the complexity of the matter.*

8. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

| | |
|---|---|
| In office Photocopying | No Charge |
| Facsimile Charges | No Charge |
| Postage | No Charge |
| On-line Legal Research Subscriptions | No Charge |
| Administrative Overhead | No Charge |

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. *Client will be charged 50% of the hourly rates for the time legal personnel spend traveling.*

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges. No outside consultant or investigator shall be retained without prior written approval by the District.

(d) Other fees and costs. Client understands that if a case proceeds to court action, arbitration or administrative hearing, the court, arbitrator or reviewing agency may award attorney fees and costs to the other party or parties. Payment of such attorney fees and costs shall be the sole responsibility of Client. Similarly, other parties may be required to pay some or all of the fees and costs incurred by Client. Client acknowledges that any such determination does not in and of itself affect the amount of the fees and costs to be paid by Client to Attorney pursuant to this agreement.

9. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. *Invoices shall include sufficient detail to identify the matter, personnel performing the work, hours worked, and a description of the services provided*. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than *forty-five (45) days past due.* Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

10. CLIENT APPROVAL NECESSARY FOR SETTLEMENT
Attorney will not make any settlement or compromise of any nature of any of Client's claims without Client's prior approval. Client retains the absolute right to accept or reject any settlement.

11. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client,

Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

12. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

13. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

14. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

15. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

16. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

17. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

| | |
|---|---|
| Burbank Unified School District | Fagen Friedman & Fulfrost LLP |
| | Namita S. Brown |
| ***Type or Print Name*** | ***Name*** |
| | Managing Partner |
| ***Type or Print Title*** | ***Title*** |
| |  |
| ***Authorized Signature*** | ***Authorized Signature*** |
| DATE:_____ | DATE: July 27, 2026 |

Fagen Friedman & Fulfrost LLP

Please Return
Professional Rate
Schedule With Contract

# PROFESSIONAL RATE SCHEDULE

Burbank Unified School District
July 1, 2026 through June 30, 2027

## 1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

| | |
|---|---|
| Associate | $310 - $340 per hour |
| Partner | $380 - $415 per hour |
| Senior Partner* | $430 - $440 per hour |
| Senior Counsel/Of-Counsel | $395 - $415 per hour |
| Paralegal | $215 - $305 per hour |
| Law Clerk | $305 per hour |
| Non-Legal Consultants** | |
| Consultants | $305 - $335 per hour |
| Specialized Support Services | $50 - $150 per hour |
| Next Level Client Services | $180 per hour |

**Partners with Equity status or 25+ years of experience.*
**Non-legal professional services are provided with the Client's prior approval and may be delivered in a variety of roles, depending on the nature and complexity of the matter. These services include advisory-level consultation in areas such as education, crisis communications and governance training. Specialized support services may also be provided on a project basis and can include technology discovery and other technical support. *Non-legal consulting services shall only be provided with prior written authorization from the District.*

Travel time shall be charged at 50% of the appliable hourly rate from the Attorney's nearest office to the destination and shall be prorated if the assigned Attorney travels for two or more clients on the same trip. If Client requests a specific Attorney, Client agrees to pay for all travel time of that specific Attorney in connection with the matter. For matters concerning compliance with state and federal voting rights laws and/or related subjects, Client agrees to pay for all travel time of assigned Attorney in connection with those matters.

## 2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

## 3. COSTS AND EXPENSES

| | |
|---|---|
| In office Photocopying | No Charge |
| Facsimile Charges | No Charge |
| Postage | No Charge |
| On-line Legal Research Subscriptions | No Charge |
| Administrative Overhead | No Charge |
| Mileage | IRS Standard Rate |

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Declaration of Need for Fully Qualified Educators for the 2026-2027 Fiscal Year |

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**Background**
The Declaration of Need for Fully Qualified Educators is an annual form submitted to the California Commission on Teacher Credentialing (CCTC) to justify the need for emergency and limited assignment permit requests. The Declaration of Need is established by California Code of Regulations 80026. The Declaration of Need must be approved annually by the Governing Board for the employment of certificated personnel in the areas and numbers attached. There may be insufficient number of certificated persons who meet the district's specified employment area.

**Discussion/Issues**
This Declaration of Need for Fully Qualified Educators shall remain in force for the 2026-2027 fiscal year, and it shall be valid for only the type(s) attached but may revised by the Burbank Unified School District as needed.

**Fiscal Impact**
There is no cost to the District associated with the Declaration of Need.

**Recommendation**
It is the recommendation of district administration that the Board of Trustees approve the Declaration of Need for Fully Qualified Educators for the 2026-2027 Fiscal Year, as presented.

State of California
Commission on Teacher Credentialing
Certification Division
651 Bannon Street, Suite 601
Sacramento, CA 95811

*Email:* DON@ctc.ca.gov
*Website:* www.ctc.ca.gov

# DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2026-2027

Revised Declaration of Need for year: _____

**FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL**

Name of District or Charter: Burbank Unified School District  District CDS Code: 64437

Name of County: Los Angeles  County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8/6/2026 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

▶ ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2027.

Submitted by (Superintendent, Board Secretary, or Designee):

| Matthew La Belle | | Assistant Superintendent of |
|---|---|---|
| *Name* | *Signature* | *Title* |
| (818) 729-4554 | (818) 729-4410 | |
| *Fax Number* | *Telephone Number* | *Date* |

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

mattlabelle@burbankusd.org
*EMail Address*

**FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY**

Name of County _____  County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____  County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

▶ ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

| _____ | _____ | _____ |
|---|---|---|
| *Name* | *Signature* | *Title* |
| _____ | _____ | _____ |
| *Fax Number* | *Telephone Number* | *Date* |

_____

*Mailing Address*

_____

*EMail Address*

▶ *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

| **Type of Emergency Permit** | **Estimated Number Needed** |
|---|---|
| CLAD/English Learner Authorization (applicant already holds teaching credential) | 9 |
| Bilingual Authorization (applicant already holds teaching credential) | 1 |
| List target language(s) for bilingual authorization: Spanish | |
| Resource Specialist | |
| Teacher Librarian Services | |
| Emergency Transitional Kindergarten (ETK) | |

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

| TYPE OF LIMITED ASSIGNMENT PERMIT | ESTIMATED NUMBER NEEDED |
|---|---|
| Multiple Subject | 3 |
| Single Subject | 1 |
| Special Education | 4 |
| TOTAL | 8 |

**Authorizations for Single Subject Limited Assignment Permits**

| SUBJECT | ESTIMATED NUMBER NEEDED | SUBJECT | ESTIMATED NUMBER NEEDED |
|---|---|---|---|
| Agriculture | | Mathematics | 1 |
| Art | | Music | |
| Business | | Physical Education | |
| Dance | | Science: Biological Sciences | |
| English | | Science: Chemistry | |
| Foundational-Level Math | | Science: Geoscience | |
| Foundational-Level Science | | Science: Physics | |
| Health | | Social Science | |
| Home Economics | | Theater | |
| Industrial & Technology Education | | World Languages (specify) | |

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to **www.cde.ca.gov** for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? ○ Yes ◉ No

If no, explain. District too small

Does your agency participate in a Commission-approved college or university internship program? ◉ Yes ○ No

If yes, how many interns do you expect to have this year? 12

If yes, list each college or university with which you participate in an internship program.

CSULA, CSUN, National University, Loma Linda University, University of Southern California, Global Mass University, Azusa Pacific, Los Angeles County of Education

If no, explain why you do not participate in an internship program.

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Teachers Assignments for the 2026-2027 per Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education code 44258.7(d), Education Code 44263, and Education Code 44865 |

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**Background**
California has a number of provisions within the Education Code that provide avenues for assignment of certificated employees outside their basic credential authorization. These Education Code options allow local school districts the flexibility to assign teachers to teach subjects other than those authorized by the credential held. Working cooperatively to ensure that the District meets the requirements of the law, school site administrators and Human Resources Services staff monitor each teacher's subject area assignments and credential authorizations.

**Discussion/Issues**
The Burbank Unified School District always seeks to hire fully credentialed teachers to teach all subjects. When credentialed teachers are not available, or when there is not a credential offered in a particular subject, some teachers are assigned classes that are outside their credential authorizations. Several options are available to Local Education Agencies to authorize these assignments.

I. As provided for in **Education Code 44258.3(a),** persons holding a credential, other than an emergency permit, may be assigned to teach any subjects in departmentalized classes in kindergarten or any grade 1 to 12, inclusive, provided that the governing board verifies, that the teacher has adequate knowledge of each subject to be taught and the teachers consents to that assignment.

| Name | Subject |
|---|---|
| Carroll, Brett | Physical Education |
| Cavanaugh, Annie | Physical Education |
| Dagata, Patty | ASL |
| Dobbs, David | Chemistry |
| Espana, David | Physical Education |
| Fernando, Gajan | Introduction to Math |
| Jennings, Brendan | Physical Education |

| | |
|---|---|
| Kazaryan, Anita | Geometry |
| McMenamin, Patrick | Algebra 2 |
| Meberg, Elizabeth | Music |
| Schackne, Jessica | Science 6 |
| Torossian Ghaleh, Elnet | Chemistry |
| VanLoo, Brendhen | Biology |

II. The following certificated employees have met requirements outlined in provisions of **Education Code 44258.7(b)** and are authorized to teach one period of competitive sport which are not named on their credentials.

| **Name** | **Subject** |
|---|---|
| Brinton, Joel | PE/Coaching |
| Grimshaw, Douglas | PE/Coaching |
| Movsessian, Armenia | PE/Coaching |
| Oganyan, Victoria | PE/Coaching |
| Peebles, John | PE/Coaching |
| Phan, John | PE/Coaching |

III. The Committee on Assignments met on 7/23/2026 to review the qualifications of persons teaching elective courses outside their credential authorizations. Representing district administration: Matthew La Belle and Oscar Macias. Representing teaching staff: Sarah Schwartz. The following certificated employees have met the requirements outlined in provisions of **Education Code 44258.7 (c) & (d),** and are authorized to teach the subject(s) listed which are not named on their credentials.

| **Name** | **Subject** |
|---|---|
| Clark, Kara | Yearbook |
| Devirgilis, Edward | Japanese Culture |
| Gallego, Kathryn | Yearbook |
| Jamison, Mozdeh | Engineering |
| Keller, Fred | Change Makers |
| Vargas, Theresa | Change Makers |
| Weiss, Joshua | Computer Applications |
| Winn, Amy | Yearbook |

IV. As provided in **Education Code 44263**, person who have either 18 upper and lower division units or 9 upper division units may teach subjects in the areas of their earned units. The following certificated secondary school employees have met requirements outlined in provisions of Education Code 44263, and are authorized to teach subjects listed which are not named on their credentials.

| **Name** | **Subject** |
|---|---|
| Grasty, Melonie | Spanish |
| Malinovsky, Kaitlyn | Biology |
| Vargas, Theresa | English |
| Vournas, Anastasia | Earth Science |

V. As provided for in **Education Code 44865**, persons holding a teaching credential based on a bachelor's degree and a teacher preparation program including student teaching may accept the following assignments: home teacher, classes organized primarily for adults, hospital classes, necessary small high schools, continuation schools, alternative schools, opportunity schools, juvenile court schools and county community school. The following certificated employees have met requirements outlined in provisions of Education Code 44865 and are authorized to teach the subjects listed which are not named on their credentials.

| **Name** | **Subject** |
|---|---|
| **Adult School:** | |
| Adelman, Bianca | Parent Education |
| Ahn, Devika | ESL |
| Bagdasarian, Susanna | ESL |
| Branson, Marissa | ABE, ELA |
| Bennett, Edward | ESL |
| Cooney, Margaret | ESL; ELA; Resources Lab |
| Coyle, James | ESL |
| Dorsey, Erin | ABE Math |
| Gamboa, Patricia | ESL |
| Gomez, Yesenia | ESL |
| Jennings, Deanna | Parent Education |
| Learner, Lia | ESL |
| Medrano, Hector | ESL, ABE |
| Miranda, Denisse | ABE |
| Noss, Marianne | ESL |
| Pisano, Jennifer | ASE |
| Robertson, Rebecca | ASE |
| Rubyan Abrahamian, Shake | Parent Education |
| Solley, Allyson | Parent Education |
| Stewart, Jenna | ESL |
| Vehuni, Lilit | ELA; Math; Resource Lab |
| Yew, Christina | Parent Education |
| **Home Teachers:** | |
| Adams, Kelly | General Subjects |
| Bishop, Darrell | General Subjects |
| Bommarito, Giana | General Subjects |
| Bonino, Gabriella | General Subjects |
| Cablao, Stellamarie | General Subjects |
| Capelle, Melissa | General Subjects |
| Dawes, Jacqueline | General Subjects |
| Dixon, Joann Michelle | General Subjects |
| Esparza, William | General Subjects |
| Kukan, Brian | General Subjects |
| McDermott, Sara | General Subjects |
| Mindel, Brittany | General Subjects |
| Mucha, Michelle | General Subjects |
| Oliver, Yvonne | General Subjects |
| Papavasiliou, Demetrula | General Subjects |
| Pepes, Chris | General Subjects |

| | |
|---|---|
| Pisano, Jennifer | General Subjects |
| Proano, Leonardo | General Subjects |
| Prosser, Amy | General Subjects |
| Raisbeck, Erica | General Subjects |
| Rapp, Trevor | General Subjects |
| Seale, Andrea | General Subjects |
| Sherman, Tara | General Subjects |
| Tobin, Randy | General Subjects |
| Vehuni, Lilit | General Subjects |
| Wahe, Debra | General Subjects |
| Ware, Zeborah | General Subjects |
| Wenzel, Anne | General Subjects |
| **Name** | **Subject** |
| **Continuation High School:** | |
| Angelini, Amy | Social Science, Electives |
| Holubek, Carol | Contemporary Issues, Health Agriculture |
| Dungereaux-Otis, Michelle | Electives |
| Loyd, Brian | Contemporary Issues, Consumer Studies |
| Hackbardt, Alexandra | Contemporary Issues |
| **Independent Learning Academy:** | |
| Bowren, Stacey | English, Algebra, Geomatry, Spanish, Social Studies |
| DiFrancesco, Gina | Algebra, Geometry, Spanish, Social Studies, Biology |
| Fischbach, Joshua | English, Geometry, Spanish, Algebra, Biology |
| Good, Heather | Biology, Algebra, Geometry, Spanish, Social Studies |
| Lee, Dara | Algebra, Biology, English, Geometry, Spanish |

**Fiscal Impact**
None

**Recommendation**
It is the recommendation of district administration that the Board of Trustees approve Teachers Assignments for the 2026-2027 per Education Code 44258.3(a), Education Code 44258.7(b), Education Code 44258.7(c), Education code 44258.7(d), Education Code 44263, and Education Code 44865 , as presented.

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Agreement for Professional Services with Sign Up Interpreting Services, LLC for ASL Interpretation |

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**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 has contracted with Sign Up Interpreting, LLC, to provide Sign Language interpreting and dictation to employees as needed.

**Fiscal Impact**
The amount of the agreement is not to exceed $200,000.00. (01.0-00000.0-00000-72000-5850-7550000)

**Recommendation**
It is the recommendation of district administration that the Board of Trustees ratify the Agreement for Professional Services with Sign Up Interpreting Services, LLC for ASL Interpretation, as presented.

SIGN UP
INTERPRETING SERVICES, LLC

**PRICING AND POLICIES**
***for Burbank Unified School District***

**DEFINITIONS**

- **EMERGENCY**: Requests made with less than two (2) business days' notice.
- **AFTER HOURS (Monday–Friday)**: 5:00 PM – 10:00 PM or 6:00 AM – 8:00 AM
- **WEEKEND**: Saturday and Sunday
- **OVERNIGHT**: 10:00 PM – 6:00 AM
- **SPECIALTY**: Assignments that are complex in nature, involve a third language, tactile or protactile communication, or may have legal implications.

**TEAMING REQUIREMENTS**

To maintain service quality and ensure interpreter safety, all assignments exceeding two (2) hours, or those classified as complex, will require a team of two (2) interpreters or captionists.
If an assignment exceeds two (2) hours and a team was not requested, the Company reserves the right to bill at a rate equivalent to two interpreters or captionists with the Client Management's approval of client management. *An exception may be granted for settings where there is significant downtime such as labs or Art classes. The Company will collaborate with the DSPS Management to determine the appropriate number of interpreters required.*

**RATES (Per Hour)**

*Rates are inclusive of all fees. Transcripts are not billed separately.*

**Virtual rates are billed at the same rates as on-site services.**

| Service Type | Interpreting | Captioning |
|---|---|---|
| Standard Business Hours | $150.00 | $150.00 |
| Emergency Standard | $187.50 | $187.50 |
| Evening / Weekend Hours | $165.00 | $165.00 |
| Emergency Evening / Weekend | $206.25 | $206.25 |
| Overnight Hours | $185.00 | $185.00 |
| Emergency Overnight | $231.25 | $231.25 |
| Specialty Rate | $175.00–$225.00 | $175.00–$225.00 |

**ADDITIONAL CONDITIONS**

- **Mileage**: May be assessed at the prevailing IRS rate when:
  1. The practitioner travels more than 20 miles roundtrip from the assignment location, **and**

2. The Client Management approves the estimated cost.
   *All mileage estimates will be presented to the Client Management prior to interpreter confirmation to allow for informed decision-making.*

- **Parking**: Reimbursable at cost if the Client is unable to provide complimentary parking.
- **Travel Between Sites**: Considered standard billable time and charged at the applicable hourly rate.
- **Cancellations**: Assignments canceled within two (2) business days of a confirmed booking are billable in full.
- **Transcripts**: Captionists typically use Case Catalyst or Eclipse software, which allows us to deliver a transcript at no additional cost. StreamText imposes an additional cost of $0.10 per minute, which would need to be incorporated into the service rate.

**BILLING & PAYMENTS**

- Payment is due upon completion of services.
- Invoices are issued at assignment completion and must be paid within **14 days** of receipt.
- **Minimum billing**: Two (2) times the hourly rate per assignment.
- Acceptable payment methods: Check or money order (other options may be available upon request).
- Past-due accounts are subject to late and finance charges.
- If collections are necessary, Client agrees to cover all associated costs, including legal fees, to the extent permitted by law.

**CLIENT RESPONSIBILITIES**

- Provide a **safe and secure environment** for interpreters.
- **Disclose** any safety concerns, health risks, or potential hazards.
- Maintain **appropriate liability insurance** for visitors.
- Offer **direction and guidance** as needed to support interpreter effectiveness.

**DISCLAIMERS AND LIMITATIONS**

- Interpreters provided will meet industry skill standards.
- Client agrees to **indemnify and hold harmless** the Company and its personnel from liabilities, except in cases of gross negligence.
- No warranties are offered beyond those expressly stated.
- Sign Up Interpreting Services may assign or transfer this Agreement to a third party (“Buyer”) upon providing the Client with no less than sixty (60) days’ prior written notice. Such assignment or transfer shall be subject to the Client’s prior written consent, which shall not be unreasonably withheld, delayed, or conditioned. Upon the effective date of such assignment or transfer, all rights, duties, and obligations of Sign Up Interpreting Services under this Agreement shall be assumed by the Buyer, and the Client shall thereafter be bound to the Buyer under the terms of this Agreement as if the Buyer were the original contracting party.

**RATE ADJUSTMENTS**

- Prices may be adjusted midyear if the **CPI for All Urban Consumers (Los Angeles area)** increases more than 2% by the end of the calendar year. in any quarter.
- The Company may also increase pricing if the Client implements new protocol enhancements to comply with changes in Client policies, laws, government regulations, or industry practices that materially impact the Company’s operational costs.
- A **60-day written notice** will be provided for any midyear pricing adjustments.
- The Company will implement an annual rate increase of 4.5% or, alternatively, will apply the most recently released data from the U.S. Bureau of Labor Statistics—specifically, the

Consumer Price Index (CPI-U) for All Items in the Los Angeles-Long Beach-Anaheim, CA area —plus an additional 1%, whichever is higher. This policy ensures fair, sustainable compensation adjustments that reflect current economic conditions.

**NON-SOLICITATION OF INTERPRETERS**

Client agrees not to solicit, suggest, recommend, or in any way induce or coerce any interpreter dispatched by Sign Up Interpreting to provide services directly to Client, or indirectly through another agency or third party, without the prior written consent of Sign Up Interpreting. This restriction shall remain in effect for a period of twelve (12) months following the last date the interpreter provided services to the Client through Sign Up Interpreting.

**AGENCY STATUS**

Sign Up Interpreting Services, LLC operates as a **referral agency**. All associated parties are independent contractors and responsible for their own tax obligations.

**CONFIDENTIALITY NOTICE**

All information provided on this "Cost Proposal Form" is considered **confidential** and constitutes a **trade secret** as defined under **California Civil Code § 3426.1**. Unauthorized disclosure, duplication, or distribution of this information is strictly prohibited.

**The Client confirms that they have read, understood, and agree to the terms and conditions herein. The undersigned also certifies that they are authorized to enter into this agreement on behalf of the Client.**

**Client/Business Name:** _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

**Billing Information:**

Contact Person: _____ Phone No. _____

Email address: _____ @ _____

**Billing Address:** _____

_____

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**Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.**

**Effective July 2026 and supersedes any previous pricing and policies.**

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Agreement for Professional Services with Alpha Interpreters for ASL Interpretation |

---

**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.

The California Far Employment and Housing Act (FEHA) requires employers to provide reasonable accommodations to employees with disabilities, including communication access through interpreters. Similarly, the federal Americans with Disabilities Act (ADA) mandates that employers and public institutions ensure effective communication with Deaf and Hard of Hearing individuals, which often includes the provision of qualified American Sign Language (ASL) interpreters. Hiring interpreters for the Deaf and Hard of Hearing is not only a best practice in Deaf education, but also a necessary step to comply with these legal mandates.

Failure to provide appropriate accommodations can result in legal liability and undermine the district's commitment to equity and inclusion.

**Fiscal Impact**
The amount on this agreement is not to exceed $90,000.00. (01.0-00000.0-00000-72000-5850-7550000)

**Recommendation**
It is the recommendation of district administration that the Board of Trustees ratify the Agreement for Professional Services with Alpha Interpreters for ASL Interpretation, as presented.

## 2026-2027 ALPHA INTERPRETING AGENCY RATES & POLICIES

**Defined Term**
Client: "Client" refers to the school district, organization, or entity requesting services from Alpha Interpreting Agency, including any authorized representatives, employees, or agents acting on its behalf.

| 2026-2027 Alpha Interpreting Rates | |
|---|---|
| **Standard ASL** | $120/hr: Classroom, staff meetings, trainings, IEPs, parent-conferences, substitute assignments, etc. |
| **Ongoing Classroom ASL (Discounted)** | $115/hr Interpreting K-12 settings, min 25+hr per week |
| **Signing Paraprofessionals** | $95/hr standard<br>$90/hr ongoing |
| **Specialty ASL Services** | Additional $25/hr for assignments requiring specific skills e.g. trilingual, legal, tactile, tutoring, ASL instruction. |

## Billing & Rate Policies

**Minimum Billing and Time Increments**
All assignments are subject to a minimum billing of two (2) hours per interpreter. Time beyond the minimum will be billed in thirty (30) minute increments.

**Rush and After-Hours Rates**
Assignments requested with less than two (2) full business days' notice will be subject to an additional fee of $15 per hour, per interpreter.

Assignments outside of standard business hours (5:00 PM – 7:00 AM), weekends, or holidays will be subject to an additional fee of $15 per hour, per interpreter.

**Recorded Assignments / Video Archive Fee**
Assignments that are recorded, captured, or otherwise used for video archiving purposes will be subject to an additional fee of $25 per hour, per interpreter or aide. The Client is responsible for notifying Alpha Interpreting Agency in advance if an assignment will be recorded.

**Preparation Time for Performances and Specialized Assignments**
Certain assignments, including but not limited to concerts, performances, theatrical productions, etc., may require interpreter preparation time in advance of the scheduled assignment.

Preparation time includes reviewing scripts, songs, agendas, presentation materials, or other materials necessary to ensure effective and accurate interpretation.

When preparation time is required, it will be billed at the applicable hourly rate. The amount of preparation time will vary depending on the nature, length, and complexity of the assignment.

Alpha Interpreting Agency will work with the Client to determine the appropriate amount of preparation time based on the nature of the assignment.

**Ongoing Assignment Rates**
Discounted ongoing rates apply only to assignments scheduled for a minimum duration of sixteen (16) consecutive weeks and meeting minimum weekly hour thresholds. If an assignment ends prior to this duration, Alpha reserves the right to adjust billing to the applicable standard rate.

**Ongoing Assignment Minimums**
Recurring assignments between 8:00 am to 3:00 pm are billed with a 4 hour minimum.

**Reimbursable Charges**
Reasonable parking, public transportation, mileage (current government rate) and other fees incurred during service

provision may be charged if previously approved. These are typically for special events or offsite assignments only.

## Scheduling & Cancellation

**Time Adjustments to Assignments**
Clients are responsible for providing advance notice of any changes to scheduled assignments, including but not limited to minimum days, holidays, school closures, or reductions in scheduled hours.

Unless such changes are communicated to Alpha Interpreting Agency at least 26 hours in advance, the assignment will be billed based on the originally scheduled hours, regardless of any reduction in actual time worked.

For ongoing classroom assignments, submission of a school calendar that includes holidays, school closures, and minimum days will satisfy this notice requirement. For minimum days or reduced schedules, the applicable start and end times must be clearly indicated or otherwise communicated to Alpha Interpreting Agency.

**No-Show / Delayed Start**
If a student, staff member, or participant is not present at the scheduled start time of an assignment, the interpreter or aide will wait for a reasonable period based on the length of the assignment:

- Up to sixty (60) minutes for assignments scheduled for three (3) hours or less
- Up to ninety (90) minutes for assignments scheduled for more than three (3) hours

During this time, the interpreter or aide will notify Alpha Interpreting Agency, and Alpha will attempt to contact the Client.

If the Client confirms that the assignment will proceed with a delayed start, the interpreter or aide will remain on-site.

If no communication is received from the Client within the applicable waiting period, Alpha Interpreting Agency reserves the right to release the interpreter or aide from the assignment.

In such cases, the assignment will be billed based on the originally scheduled hours, in accordance with Alpha Interpreting Agency's billing policies.

**Assignment Reassignment / Redirection**
In the event that an interpreter or aide is no longer needed at a scheduled assignment (e.g., student absence), Client may request that the interpreter be reassigned to an alternative location or assignment within the same district.

Reassignment must meet the following conditions:

- The new assignment is within a reasonable geographic distance, as determined by Alpha Interpreting Agency
- The reassignment occurs within the originally scheduled time block
- The assignment is consistent with the interpreter's role and qualifications

Any request to extend the originally scheduled assignment hours as part of a reassignment is subject to the availability and approval of both the assigned interpreter or aide and Alpha Interpreting Agency. Availability for extended hours is not guaranteed.

If reassignment is not feasible or does not meet the above conditions, the original assignment will be billed as scheduled.

**Cancellations**
A cancellation is defined as the full removal of a scheduled assignment.

Clients must provide at least 26 hours notice to cancel an assignment without charge.

Assignments not canceled within this timeframe will be billed in full based on the originally scheduled hours.

Reductions in scheduled hours are considered a change to the assignment and are subject to the Time Adjustments

to Assignments policy outlined above.

**Service Availability**
Alpha Interpreting Agency will make every reasonable effort to fulfill all service requests; however, fulfillment of assignments is not guaranteed.

**Client Responsibilities**
Client is responsible for providing accurate scheduling details, including a contact person, date, time, location, assignment type, and any specialized requirements.

Changes to assignment details may impact interpreter availability, staffing requirements, or applicable rates.

## Staffing & Service Delivery

**Number of Interpreters for non-classroom assignments:**
To protect the occupational safety of interpreters and ensure the highest quality of communication, assignments exceeding one (1) hour in duration or involving complex, interactive, or high-demand content generally require a team of two or more interpreters.

Alpha Interpreting Agency will assess each assignment and determine the appropriate number of interpreters based on industry standards and best practices. When possible, our scheduling team will consult with the client; however, if consultation is not feasible, Alpha will make the final determination.

Team assignments are billed per interpreter.

**Number of Interpreters for K-12 Classroom Assignments:**
In K–12 classroom settings, a single interpreter is typically sufficient for standard instructional schedules.

However, for assignments involving extended durations, rigorous academic content, or full-day schedules, a team of interpreters may be required to support interpreter effectiveness, student access, and continuity of service.

Consistent with industry standards, assignments exceeding one (1) hour of continuous interpreting or involving complex, interactive content may require two or more interpreters.

Alpha Interpreting Agency will assess each assignment and determine appropriate staffing. When possible, our scheduling team will consult with the client; however, if consultation is not feasible, Alpha will make the final determination.

Team assignments are billed per interpreter.

**Scope of Services**
Interpreters, signing paraprofessionals, and instructional aides will perform duties consistent with their designated role and qualifications.

Interpreters are responsible for facilitating communication and are not responsible for instructional, behavioral, or supervisory duties.

Signing paraprofessionals and instructional aides may provide direct student support as directed by the client.

Requests outside the scope of the assigned role may require reassignment or adjustment of rates.

## Definitions

**Definition of K-12 Classroom Assignment**
A K–12 classroom assignment refers to ongoing or scheduled interpreting services provided in a primary educational setting for a Deaf or Hard of Hearing student within a school day.

These assignments typically include, but are not limited to:

- Core academic instruction (e.g., math, science, English, history)
- Classroom-based activities and discussions

- School-related services integrated into the student's daily schedule

K–12 classroom assignments are generally structured, recurring, and aligned to a student's Individualized Education Program (IEP) or educational access needs. These assignments may be billed at discounted ongoing classroom rates when minimum weekly hour thresholds are met.

**Definition of Meetings (Non-Classroom Assignments)**
Meetings (non-classroom assignments) refer to interpreting services provided outside of a student's standard classroom schedule and are typically scheduled on an ad hoc or event basis.

These assignments include, but are not limited to:

- Individualized Education Program (IEP) meetings
- Parent-teacher conferences
- Staff meetings and professional development
- Trainings, workshops, and presentations
- School events, performances, or extracurricular activities

Due to the interactive and dynamic nature of these assignments, additional interpreters may be required in accordance with Alpha Interpreting Agency's staffing policies.

## Payment Terms

**Payment Options/Invoices**
ACH/EFT payments are preferred. Clients will receive a detailed invoice which must be paid within 45 days of receipt of invoice. Accounts 60 days past due may be charged 1.5% interest on the outstanding balance.

## Acceptance of Terms

By requesting, scheduling, or utilizing services from Alpha Interpreting Agency, the Client agrees to be bound by the rates, terms, and policies outlined in this document, unless otherwise agreed to in writing.

## Terms and Policies

1. **ENTIRE AGREEMENT/NO MODIFICATIONS** The rates, terms, and policies set forth on page one (1), and these terms and policies on this page (collectively the "Rates and Terms") and the attachments specifically referenced within this document constitute all of the terms and policies relating to the relationship between you and Alpha Interpreting Agency, and they supersede any other written or oral understandings or communications; any other documents enclosed or provided are intended for reference and are not a part of the Rates and Terms. Rates and Terms and any attachment hereto may be modified or amended only by a written amendment executed by an officer of Alpha Interpreting Agency.

2. **INDEMNIFICATION and LIMITED LIABILITY** Each party agrees to indemnify, defend and hold harmless the other, and any of their respective contractors, employees, officers, agents, owners and representative, from any damages, losses, liabilities or claims arising out of, i) the negligent acts or omissions of the indemnifying party, its contractors, employees or agents, or ii) the indemnifying party's breach of this Agreement. IN ANY EVENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES ARISING OUT OF THE SERVICES PROVIDED HEREUNDER, WHETHER ARISING OUT OF CONTRACT OR TORT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES

3. **SAFETY AND INSURANCE** Client is responsible for providing safe and secure access to Alpha Interpreting Agency interpreters for any facilities in which services are to be provided. Client has an affirmative duty to warn Alpha Interpreting Agency and Alpha interpreters of any safety concerns, health risks, or other dangers associated with providing interpreting services to Client. Client will provide adequate direction and guidelines where appropriate to enable the interpreter(s) to effectively provide services. Each party will maintain industry standard liability insurance, including Client maintaining a policy covering injury to visitors to its premises, and shall provide a certificate of insurance evidencing such coverage upon request.

4. **GOVERNING LAW AND DISPUTE RESOLUTION** The Rates and Terms, and services provided by Alpha Interpreting Agency hereunder, shall be governed by the laws of the State of California, without regard to choice of law principles. The exclusive venue for any action arising out of the Rates and Terms shall be a state or federal court in California. If any court action is necessary to enforce these Rates and Terms, the prevailing party shall be entitled to reasonable attorney fees, costs, and expense in addition to any other relief to which the party may be entitled.

5. **NOTICE** Any notices, including notices of address and facsimile number changes, or cancellation notices, required or permitted to be given under these Rates and Terms shall be in writing and shall be deemed to have been received via electronic mail, three business days prior to assignment or two weeks for termination of ongoing assignment(s).

6. **SEVERABILITY** The provisions of these Rates and Terms are severable, and if any one or more such provisions shall be determined to be invalid, illegal or unenforceable, in whole or in part, the validity, legality and enforceability of any of the remaining provisions or portions thereof shall not in any way be affected or impaired thereby and shall nevertheless be binding between the parties hereto.

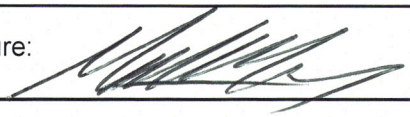
7. **ASSIGNMENT** Client will not assign these Rates and Terms or any rights hereunder, by law or otherwise, without Alpha Interpreting Agency's prior written consent. Subject to the foregoing, this Agreement shall be binding on any successor or assigns of the parties.

8. **INDEPENDENT CONTRACTORS** The parties to this Agreement are independent contractors. No agency, partnership, joint venture or employee-employer relationship is intended or created by these Rates and Terms.

9. **TERMINATION** Either party may terminate the relationship between the parties and these Rates and Terms without cause at any time with 30 business day's written notice or with reasonable cause immediately upon written notice. Reasonable cause means a material violation of this Agreement or nonpayment of fees.

10. **ACCEPTANCE** Dissatisfaction with services rendered must be communicated in writing to Alpha Interpreting Agency within five (5) days of assignment completion. Failure to do so will be deemed acceptance of the services.

***By signing below you certify that you are authorized to accept terms on behalf of your organization and you agree that your use of Alpha Interpreters constitutes acceptance of all the rates and policies set forth herein, including the Terms and Policies on page two (2) hereof.***

| | |
|---|---|
| Organization: | Alpha Interpreting Agency |
| Signature: | Signature:  |
| Date: | Date: 7/23/2026 |
| Printed Name/Title | Printed Name and Title: Mark McCrory, COO |
| Address: | Address: 1136 Millbrook Rd, Corona, CA 92882 |
| Contact Phone: | Contact Phone: 714-869-8822 |
| Contact Email: | Contact Email: Mark@alphainterpreters.com |

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 18, 2026**

Burbank Unified School District
Special Board Meeting
1900 W. Olive Avenue
Third Floor – Board Room
Burbank, California

MEMBERS PRESENT:
Abby Pontzer Kamkar (Left 10:23 p.m.)
Emily Weisberg
Laurette Cano
Kelsey Olson

MEMBERS ABSENT:
Armond Aghakhanian

Also present were Jason Hasty, Interim Assistant Superintendent, Business Services.

1) CALL TO ORDER

1.a) NOTICE TO THE PUBLIC

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) Public Employee Appointment/Employment Pursuant to Government Code section 54957

Public Employee Appointment/Employment Title: Director of Arts and CTE

3.b) Conference with Legal Counsel Anticipated Litigation

Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9., 2 potential case.

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

Reconvene at 7:05 p.m.

President Pontzer Kamkar asked recent graduate to lead in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Board Members voted to appoint Samantha Theisen as the new Arts and CTE Director.

Motioned by Vice President Weisberg, seconded by Member Olson. Passed 4-0.

Sobel report has been received, and there will be a presentation about the report at the next meeting.

6) REQUEST TO ADDRESS THE BOARD

6.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Joel Schlossman, community member, spoke on item 6a. He addressed an email from Dr. Macias. Raised questions regarding Dr. McCoy and future Board meetings.

Linda Walmsley, community member, spoke on fund raising and donations. Asked for clear and concise accounting. She thanked Dr. Hasty for his timely responses to emails.

Jonathan Godinez, Burbank Unified parent from Trustee Area 5, raised concern about the pride flag being at elementary schools. Encouraged the Board to read the National School Climate Survey. He requested to amend the flags that fly.

Brian Roberts, Burbank Unified parent, spoke regarding Ed Code 49069. He spoke on his student records request. Stated he received records with information missing and no response as to why. Asking for District's transparency.

Teresa Medina, Special Ed advocate and Burbank Unified parent, spoke regarding her son's IEP meetings. She spoke on the District's LCAP disadvantages.

Lynn Rothacher, twenty-seven year teacher at John Muir, read poem from one of her students. Asked for fair salaries and spoke on the selection of CORE novels.

Kelli Clarke, community member, spoke on the change in the separation status for John Paramo. Asked if they plan on seeking reimbursement. Also spoke on the timing of new hires and reorganization at the District office.

Daniel Hacking, community member, spoke regarding the changes to the number of meetings and location changes to the Board meetings for next year. He shared his concerns about the proposed time change for Public comment, from 5 minutes to 3 minutes.

Les Cohen, community member, questioned the hiring of the PIO officer and asked how this position will increase enrollment.

Anna Ohanyan, student at Burbank High School, spoke on the return of summer school courses. Urged to establish a youth advisory committee.

Jef Vander Borght, community member, spoke on the budget issue and reminded Board to consider financial stability.

6.b) Superintendent's Comments

Oscar Macias, Interim Superintendent, will respond to public comment.

Dr. Tom McCoy addressed Daniel Hacking's concerns regarding meeting location and public speaker time allotment. He mentioned there is a Board retreat scheduled for August 1st. Thanked all community members for their feedback.

6.c) Board Members' Responses

Board Members will respond to public comment.

President Pontzer Kamkar thanked all speakers for coming.

Vice President Weisberg thanked all community members for coming. Shared thoughts regarding the undocumented community and the value they provide.

7) REPORTS TO THE BOARD

7.a) Report on the Education Protection Account (EPA) 2026-2027

Maricela Salinas, Director, Fiscal Services, will report on the Education Protection Account (EPA) 2026-27, as presented.

Report on the Education Protection Account (EPA) 2026-2027 .pdf (OF 31,531)

7.b) 2026-2027 Budget Presentation

Marcela Salinas, Director, Fiscal Services, and Jason Hasty Interim Assistant Superintendent, Business Services will report on the District's 2026-2027 Proposed Budget, as presented.

2026-2027 Budget Presentation.pdf (OF 31,532)

8) PUBLIC HEARING

8.a) Public Hearing on the 2026-2027 Local Control and Accountability Plan (LCAP)

The Board of Education will conduct a public hearing to receive input from any interested parties regarding the District’s 2026-2027 Local Control and Accountability

Plan (LCAP), which has been made available for public review prior to the Board meeting pursuant to Education Code Section 52062, as presented.

Public Hearing LCAP 2026-27 061826.pdf (OF 31,533)

No public speakers.

8.b) Public Hearing Proposed Budget 2026-27

The Board of Education will conduct a public hearing to receive input from any interested parties regarding the Districts 2026-2027 Proposed Budget, which have been made available for public review prior to the Board meeting per Education Code Section 42103 and 42127, as presented.

Public Hearing Proposed Budget 2026-27 .pdf (OF 31,534)

No public speakers.

9) NEW AND/OR UNFINISHED BUSINESS

9.a) First Reading of the 2026-2027 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will report on the 2026-2027 Burbank Unified School Districts Local Control and Accountability Plan (LCAP), as presented.

LCAP First Reading 6.18.2026..pdf (OF 31,535)

President Pontzer Kamkar left meeting at 10:23 p.m.

Vice President Weisberg requested to extend meeting to 11 p.m. Motioned by Member Olson, seconded by Clerk Cano. Motion passed 3-0.

9.b) Adoption of Resolution 52 Regarding the Education Protection Account (EPA) 2026-2027

Jason Hasty, Interim Assistant Superintendent, Business Services, recommends that the Board of Education adopt Resolution 52 regarding the Education Protection Account (EPA) 2026-2027 for the portion of the state aid (Local Control Funding Formula (LCFF) Funds) identified as the EPA, be spent on the current costs of certificated teacher salaries and benefits, as presented.

Adoption of Resolution 52 Regarding the Education Protection Account (EPA) 2026-2027.pdf (OF 31,536)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

9.c) Adoption of Resolution 53 Resolution of the Governing Board of the Burbank Unified School District Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for Fiscal Years Ending June 30, 2026, 2027 and 2028, and Authorizing Execution and Delivery of Related Documents and Actions

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education adopt Resolution 53 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for the fiscal years ending June 30, 2026, 2027 and 2028, and authorizing execution and delivery of related documents and actions, as presented.

Resolution 53 - Delinquent Tax 061826.pdf (OF 31,537)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

9.d) Adoption of Resolution 54 - Requesting the Issuance of 2026-2027 Tax and Revenue Anticipation Notes for Cash Flow Purposes

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education adopt Resolution 54 requesting the issuance of Burbank Unified School District 2026-2027 Tax and Revenue Anticipation Notes by the Board of Supervisors of the County of Los Angeles in an amount not to exceed $20,000,000, and authorizing execution and delivery of related documents and actions, as presented.

Resolution 54 - Tax and Revenue Anticipation Note (TRAN) 061826.pdf (OF 31,538)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

9.e) Adoption of Resolution 55 Authorizing the Establishment of Fund 17, Special Reserve Fund for Other Than Capital Outlay Projects

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education adopt Resolution 55 authorizing the establishment of Fund 17, Special Reserve Fund for Other Than Capital Outlay Projects, and authorizing execution and delivery of related documents and actions, as presented.

Resolution 55 - Fund 17 061826.pdf (OF 31,539)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

9.f) Ratification of Contract for Professional Payroll Services with Los Angeles County Office of Education

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education ratify the contract for professional payroll services with the Los Angeles County Office of Education, effective November 1, 2025 through June 30, 2026, not to exceed $30,000, and authorize the Superintendent or designee to execute the agreement pursuant to BUSD-AR 3314, as presented.

LACOE Fiscal Support Services 061826_Redacted.pdf (OF 31,540)

It was moved by Laurette Cano, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

9.g) Approval of Amendment to the Professional Services Agreement with CCCEN Group LLC for Payroll Consulting Services

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the amendment to the professional services agreement with CCCEN Group LLC for payroll consulting services, effective January 1, 2026 through June 30, 2026, increasing the agreement from $75,000 to a revised amount not to exceed $150,000, and authorize the Superintendent or designee to execute the agreement pursuant to BUSD-AR 3314, as presented.

Amendment CCCEN Agreement 061826.pdf (OF 31,541)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

10) CONSENT AGENDA

10.a) Approval of Minutes

Minutes 5.21.26 UNOFFICIAL AM Amended.pdf PULLED

10.b) Authorization Year End Appropriation Transfers 2025-2026

Jason Hasty, Assistant Superintendent, Business Services recommends that the Board of Education authorize Appropriation Transfers for 2025-2026 as permitted in Education Code sections 42600 and 42601, as presented.

Authorization Year End Appropriation Transfer 25-26.pdf (OF 31,542)

10.c) Approval of Authorization of Signatures

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the authorization of signatures, for the period of July 1, 2026 through June 30, 2027, as presented.

Approval of Signatures 26-27 061826.pdf (OF 31,543)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

11) ADJOURNMENT

Meeting adjourned at 10:42 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

August 6, 2026
_____
DATE

_____
LAURETTE CANO, CLERK

**UNADOPTED MINUTES OF THE BOARD OF EDUCATION**
**BURBANK UNIFIED SCHOOL DISTRICT**

**June 25, 2026**

Burbank Unified School District
1900 W. Olive Avenue
Third Floor – Board Room
Burbank, California

MEMBERS PRESENT:
Abby Pontzer Kamkar
Emily Weisberg
Laurette Cano
Kelsey Olson
Armond Aghakhanian (absent)

Also present were Oscar Macias, Interim Superintendent and Jason Hasty, Interim Assistant Superintendent, Business Services.

1) CALL TO ORDER

1.a) NOTICE TO THE PUBLIC

2) REQUESTS TO ADDRESS THE BOARD

2.a) Public Communications on Closed Session Agenda Items (In-Person Only)

3) CLOSED SESSION

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

3.b) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 31,544)

Final Settlement Agreement for Special Education Students 960027543, 960032802 and 960035252.

3.c) Action on Student Expulsion (OF 31,545)

The Board of Education will take action in closed session pursuant to Education Code Section 48700.7, 48900(b), 48900(c), and 48900(h) and on the expulsion recommendation by the Administrative Hearing Panel for Student #960045447, as presented.

3.d) Action on Student Expulsion (OF 31,546)

The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(A), 48900(a)(1), & 48900 (a)(2) on the expulsion recommendation by the Administrative Hearing Panel for Student 960043826, as presented.

3.e) Conference with Legal Counsel Anticipated Litigation

Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9., 2 potential case.

3.f) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Jason Hasty Employee Organization: California School Employees Association (CSEA) Chapter 674

3.g) Conference with Labor Negotiator, Pursuant to Government Code §54957.6

Agency Negotiator: Jason Hasty Employee Organization: Burbank Teachers Association (BTA)

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

Interim Superintendent, Dr. Macias, led in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

Board accepts recommendation of the Administrative Hearing Panel on the expulsion of student number 960045447.
Motion by Vice President Weisberg, seconded by Member Olson. Motion passed 4-0.

Board accepts recommendation of the Administrative Hearing Panel on the expulsion of student number 960043826
Motion by Member Olson, seconded by Vice President Weisberg. Motion passed 4-0.

Board of Trustees approved and ratified the revocation of the District staff's administrative approval and processing of change of separation status of a former employee from resignation to retirement. The separation status of this former employee shall return to resignation.
Motion by Vice President Weisberg, seconded by Member Olson. Motion passed 4-0.

6) ADJUSTMENTS TO THE AGENDA

None

7) ITEMS FOR FUTURE AGENDAS

None

8) PRESENTATIONS / RECOGNITIONS

None

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 BASA President will report on association business.

No reports from our labor partners.

9.b) Reports from the Superintendent

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

Dr. Macias thanked all retirees. Expressed his gratitude to all Burbank Unified partners. Stated he is hopeful for the future of Burbank Unified.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items

Joel Schlossman, community member, addressed his disappointment in the Sobel report. Asked Board to be more fiscally responsible with the District's money.

Teresa Medina, Burbank Unified parent of three sons with IEP's, asked for a District funded reading program.

Brian Roberts, Burbank Unified parent of student at John Burroughs High School, mentioned his June 1st request for student records. He shared his concerns about how records were released and they are still incomplete. Urged that the District meet their obligation on records requested.

11) REPORTS TO THE BOARD

11.a) Sobel Investigation - Executive Summary

Sobel Board Letter 062526.pdf (OF 31,547)

Sobel Executive Summary of Investigation and Key Findings 062526.pdf (OF 31,548)

11.b) Report on Excess Reserves

Jason Hasty, Assistant Superintendent of Business Services, will report on the Ending Fund Balance in Excess of reserve for economic uncertainties (REU), as presented.

Report on Excess Reserves.pdf (OF 31,549)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Resolution 56 Good Governance Commitments

Board Resolution 56 Good Governance 062526.pdf (OF 31,550)

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.b) Acceptance of the 2024-2025 Measure S Annual Report from the School Facilities Oversight Committee

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education accept the 2024-25 Measure S Annual Report as submitted by the School Facilities Oversight Committee, as presented.

Acceptance of SFOC Annual Report 2024-25 Measure S 062526.pdf (OF 31,551)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Acceptance of the 2024-2025 Measure ABC Annual Report from the School Facilities Oversight Committee

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education accept the 2024-25 Measure ABC Annual Report as submitted by the School Facilities Oversight Committee, as presented.

Acceptance of SFOC Annual Report 2024-25 062526.pdf (OF 31,552)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.d) Approval of Minutes

Minutes 5-21-26 UNOFFICIAL AM Amended.pdf (OF 31,553)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Adoption of Resolution 57 - Approving the Update Fiscal Stabilization Plan and Implementation Timeline for Fiscal Years 2026-2027 Through 2028-2029

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education adopt Resolution 57 approving the updated Fiscal Stabilization Plan and implementation timeline for fiscal years 2026-2027 through 2028-2029, as presented.

Resolution 57 - Fiscal Stabilization 062526.pdf (OF 31,554)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) Adoption of Resolution 58 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2026-2027

Jason Hasty, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 58 Authorizing Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer 2026-2027 as permitted in Article XVI, Section 6, of the California Constitution, as presented.

Adoption of Resolution 58 Authorizing Temporary Transfers from the School Pools Fund 2026-2027.pdf (OF 31,555)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.g) Adoption of Resolution 59 Authorizing Temporary Interfund Cash Borrowing 2026-2027

Jason Hasty, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 59 Authorizing Temporary Inter-Fund Cash Borrowing transfers up to 75% of the fund balances of the District for the 2026-2027 payment obligations as permitted in Education Code 42603, as presented.

Adoption of Resolution 59 Authorizing Temporary Inter-Fund Cash Borrowing 2026-2027.pdf (OF 31,556)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Adoption of Resolution 60 Authorizing 2026-2027 Interfund Transfers Between Funds

Jason Hasty, Assistant Superintendent, Business Services, recommends that the Board of Education adopt Resolution 60 - Authorizing 2026-2027 Interfund Transfers Between Funds, as presented.

Authorization for Interfund Transfers for 2026-27.pdf (OF 31,557)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.i) Adoption of Resolution 61 Regarding the Delegation of Administrative Authority To Process Routine Budget Revisions, Adjustments and Transfers

Jason Hasty, Assistant Superintendent, Business Services recommends that the Board of Education adopt Resolution 61 regarding the Delegation of Administrative Authority To Process Routine Budget Revisions, Adjustments and Transfers, as presented.

Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers 1 (1).pdf (OF 31,558)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.j) Approval of Professional Services Agreement with Mollenhauer Group for Topographic Survey and GPR Utility Detection Services for the Pool Storage Building and Shade Structure at Burbank High School (Measure ABC Bond Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the proposal from Mollenhauer Group for topographic survey and GPR utility detection services for the Pool Storage Building and Shade Structure at Burbank High School, not to exceed $8,500.00 (Measure ABC Bond Funds), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Mollenhauer BHS.pdf (OF 31,559)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.k) Approval of Contract, SVA Architects, Design Services, Secure Entry, ADA, and Play Equipment Project, Emerson Elementary School (Measure ABC Bond Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the proposal from SVA Architects for design and construction administration services for the Secure Entry, ADA, and Play Equipment Project at Ralph Emerson Elementary School, not to exceed $598,800 (Measure ABC Bond Funds), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Design Services Emerson.pdf (OF 31,560)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.l) Approval of Variable Waiver Request- Certificated Staff

Human Resources Services, recommends that the Board of Education approve the Variable Waiver Request for Certificated Staff for school year 2026-2027, as presented.

Approval of Variable Waiver Request- Certificated Staff.pdf (OF 31,561)

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.m) Ratification of Tentative Agreement between the Burbank Unified School District (BUSD) and Burbank Teacher's Association (BTA) regarding Salary Schedule F Miscellaneous Salary Rates in Accordance with AB1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 54/Statutes 2004), GC 3547.5

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education ratify the Tentative Agreement between the Burbank Unified School District (BUSD) and Burbank Teacher's Association (BTA) regarding Salary Schedule F Miscellaneous Salary Rates, effective June 1, 2026, as presented.

Ratification of Tentative Agreement between the Burbank Unified School District and the Burbank Teacher's Association regarding Exhibit F.pdf AMENDED (OF 31,562)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.n) Ratification of Tentative Agreement between the Burbank Unified School District (BUSD) and the California School Employees Association (CSEA), Chapter 674, reallocations and salary changes, in Accordance with AB 1200 (Chapter1213/Statutes 1991), AB2756 (Chapter 52/Statutes 2004), GC 3547.5

Human Resource Services, recommends that the Board of Education ratify Tentative Agreement between the Burbank Unified School District (BUSD) and the California School Employees Association (CSEA), Chapter 674, reallocations and salary changes, effective June 1, 2026, as presented.

Ratification of Tentative Agreement between the Burbank Unified School District (BUSD) and the California School Employees Association (CSEA), Chapter 674, reallocations and salary changes.pdf AMENDED (OF 31,563)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.o) Second Reading of the 2026-2027 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)

Peter Knapik, Assistant Superintendent, Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, will facilitate the second reading of the proposed 2026-2027 Burbank Unified School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP) and recommends that the Board of Education approve the 2026-2027 Burbank Unified

School District Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP), as presented.

LCAP Second Reading 6 25 26.pdf (OF 31,564)

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.p) Approval of Status of Local Indicators

Peter Knapik, Assistant Superintendent of Education Services and Robyn Anders, Director of Instructional Technology and Accountability, Instructional Services, recommends that the Board of Education approve the Status of All Local Indicators as Met, as presented.

Local Indicators BoE Presentation 6 25 26.pdf (OF 31,565)

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.q) Approval of Title I Schoolwide Program (SWP) Status for Ralph Emerson Elementary School

Peter Knapik, Assistant Superintendent of Educational Services, and Robyn Anders, Director of Instructional Technology & Accountability, recommend that the Board of Education approve the designation of Ralph Emerson Elementary School as a Title I Schoolwide Program (SWP) school and approve the associated Schoolwide Plan, effective 2026-2027, as presented.

Approval of Ralph Emerson Elementary School as TItle I Schoolwide Program (SWP).pdf (OF 31,566)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.r) Approval of the 2026-2027 Consolidated Application for Categorical Programs

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the submission of the 2026-2027 Consolidated Application for Funding Categorical Programs, June Submission, and that authority to sign and submit the application to the California Department of Education be exercised pursuant to BUSD AR 3314, as presented.

Consolidated Application Approval for 2026-2027.pdf (OF 31,567)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.s) Approval of Federal Addendum Annual Revision for 2025-2026

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the revised Federal Addendum for 2025-2026, as presented.

Federal Addendum Annual Revision 6 25 26.pdf (OF 31,568)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.t) Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services in 2026-2027

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 Service Agency of Burbank, to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 1, 2026 through June 30, 2027, not to exceed $164,500 (010-01500.0-71500-31100-5810-7422000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_School_Based_Counseling_6 25 26.pdf (OF 31,569)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.u) Adoption of AP Language Textbook (Lottery Textbook Fund)

Peter Knapik, Assistant Superintendent of Educational Services and Robyn Anders, Director of Instructional Technology, recommends the Board of Education adopt the Bedford Freeman & Worth AP Language of Composition Textbooks. Not to exceed $61,000 (01.0-63000-0-11100-10000-4110-742-9000 Lottery Textbook Funds), as presented.

AP_Lang 6 25 26.pdf (OF 31,570)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.v) Approval of Consulting Services Agreement with District Advocates Group, a Division of Urban Futures, Inc., for Facilities and Bond Program Consulting Services

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the Consulting Services Agreement with District Advocates Group, a Division of Urban Futures, Inc., for facilities and bond program consulting services, for a total annual not to exceed amount of $492,000. Over the initial three-year term, the total not to exceed amount is $1,476,000, funded from

Measure ABC Bond Funds, and authorize the Superintendent or designee to execute the agreement pursuant to BUSD-AR 3314, as presented.

DAG Facilities Bond Consulting 062526.pdf (OF 31,571)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.w) Approval of Job Description for Athletic Trainer

Human Resources Services recommends that the Board of Education approve the Job Description for Athletic Trainer, effective June 26, 2026, as presented.

Approval of Job Description for Athletic Trainer.pdf AMENDED (OF 31,572)

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.x) Approval of Job Description for Communications and Multimedia Specialist II

Human Resources Services recommends that the Board of Education approve the Job Description for Communications & Multimedia Specialist II, effective June 26, 2026, as presented.

Approval of Job Description for Communications and Multimedia Specialist II.pdf AMENDED (OF 31,573)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.y) Approval of Job Description for Position Control Analyst (CSEA)

Human Resources Services recommends that the Board of Education approve the Job Description for Position Control Analyst (CSEA), effective June 26, 2026, as presented.

Approval of Job Description for Position Control Analyst (CSEA).pdf AMENDED (OF 31,574)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

Motion by Vice President Weisberg and second by Clerk Cano to extend meeting until 11:16 p.m.

12.z) Approval of New Classified Management Position- Director of Bond Projects

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the establishment of the Director of Bond Projects

position, a Classified Management position on Salary Schedule B, Range AA, funded by Measure ABC to support successful implementation of the District's bond program, effective July 1, 2026, as presented.

Approval of New Classified Management Position-Director of Bond Projects.pdf (OF 31,575)

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.aa) Approval of Job Description for Assistant Superintendent of Special Education and Student Support Services

Human Resources Services recommends that the Board of Education approve the Job Description for Assistant Superintendent of Special Education and Student Support Services, effective June 26, 2026, as presented.

Approval of Job Description for Assistant Superintendent of Special Education and Student Support Services.pdf AMENDED (OF 31,576)

It was moved by Kelsey Olson, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.ab) Adoption of 2026-2027 Budget

Jason Hasty Assistant Superintendent of Business Services recommends that the Board of Education adopt the 2026-2027 budget, as presented.

Adoption of the 2026-2027 Budget.pdf (OF 31,577)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.ac) Approval of Professional Services Agreement with Ryland Strategic Business Consulting for Payroll and Business Services Support

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the Professional Services Agreement between Burbank Unified School District and Ryland Strategic Business Consulting for payroll and business services support for the period ending June 30, 2027, not to exceed $50,000 (General Fund), and authorize the Superintendent or designee to execute the agreement pursuant to BUSD-AR 3314, as presented.

Approval Ryland Agreement_Payroll Support 062526.pdf (OF 31,578)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13.a) Approval of Minutes

Minutes_6.4.26_UNOFFICIAL_AM.pdf (OF 31,579)

13.b) Approval of Minutes

Minutes 5.7.26 UNOFFICIAL AM Amended.pdf (OF 31,580)

13.c) Approval of the 2025-2026 Purchase Order Report

Administrative Services recommends that the Board of Education approve purchase orders for 2025-2026 as listed through June 1, 2026, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf (OF 31,581)

13.d) Approval of Personnel Report Number 25-26-22

Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-22, covering Certificated and Classified personnel, and consisting of Pages 1 to 16 inclusive, as presented.

Personnel Report 062526.pdf (OF 31,582)

13.e) Warrants Report - May 1, 2026 through May 31, 2026

For informational purposes, Administrative Services submits to the Board of Education the Warrants Report in the total amount of $7,863,396.45, for warrants issued May 1, 2026 through May 31, 2026, as presented.

Warrants Report - May 2026.pdf (OF 31,583)

13.f) Miscellaneous Receipts Report - May 1, 2026 - May 31, 2026

For informational purposes, Administrative Services submits to the Board of Education the Miscellaneous Receipts Report in the total amount of $1,827,902.79, for receipts from May 1, 2026 through May 31, 2026, as presented.

Miscellaneous Receipts Report - May 2026.pdf (OF 31,584)

13.g) 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_Redacted 6 25 26.pdf (OF 31,585)

13.h) Approval of 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 960027543, at no cost to the district, June 26, 2026 through August 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027543 Settlement Agreement.pdf (OF 31,586)

13.i) Approval of 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 960032802, total not to exceed $15,880, (01.0-65000.0-50010-36000-5813-7440000), June 1, 2024 through December 31, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032802 Settlement Agreement.pdf (OF 31,587)

13.j) Approval of 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 960035252, total not to exceed $7,250, (01.0-65000.0-50010-36000-5813-7440000), 2025-2026 school year through May 1, 2028 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960035252 Settlement Agreement.pdf (OF 31,588)

13.k) Approval of Agreement for Professional Services Provided by Burbank Optometric Center, Inc. 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 Burbank Optometric Center, Inc., to provide compensatory education, not to exceed $5,500 (01.0-65000.0-57602-11900-5850-744000) for Special Education student 960027543, effective June 26, 2026 through August 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027543 Burbank Optometric Center, Inc..pdf (OF 31,589)

13.l) Approval of Agreement for Professional Services Provided by Karen Lynn Epport, Ph.D. (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 Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and

language IEE, not to exceed $10,000 (01.0-65000.0-57602-11901-5850-744000) for Special Education student 960032256, effective June 26, 2026 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032256 Karen Epport, Ph.D..pdf (OF 31,590)

13.m) Approval of Agreement for Professional Services Provided by First Student, Inc. 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 First Student, Inc., to provide transportation services for Special Education students, for a total not to exceed of $4,600,000 (01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services First Student_Transportation.pdf (OF 31,591)

13.n) Approval of Agreement for Professional Services Provided by LRA Interpreters, Inc. (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 LRA Interpreters, Inc., to provide interpreting and translation services for Special Education students, not to exceed $200,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LRA Interpreters.pdf (OF 31,592)

13.o) Approval of Amended 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 amend an agreement between Burbank Unified School District and MYBASEPAY USA LLC to provide a credentialed special education teacher, not to exceed $163,208.50 (01.0-65000.0-57601-11804-5810-7440000), effective August 8, 2025 through June 30, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was July 24, 2025 for a total not to exceed $136,622.50. Due to an increase in teacher caseload, there is an increase in the total number of hours from 7 hours per day to 8 hours per day for 82 days. The second amendment added an additional $8,651.00 for a new not to exceed amount of $145,273.50. Due to the increase in caseload there was also an increase in IEPs to be completed so the end date has been extended from May 29, 2026 to June 30, 2026 which adds an additional $17,935 for a total not to exceed amount of $163,208.50.

SPED Professional Services MyBasePay USA LLC_Amendment.pdf (OF 31,593)

13.p) Approval of Agreement for Professional Services Provided by RCM Healthcare Services (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 RCM Healthcare Services, to provide occupational therapy services for Burbank Special Education students, not to exceed $159,528 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through May 28, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services RCM Healthcare Services.pdf (OF 31,594)

13.q) Approval 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 approve an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide a speech and language pathologist, not to exceed $140,624 (01.0-65000.0-57602-11901-5850-7440000), effective August 10, 2026 through June 4, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Gary D Stromberg & Associates.pdf (OF 31,595)

13.r) Approval of Amended Agreement for Professional Services Provided by Tiny Hands Therapy Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and Tiny Hands Therapy, LLC to provide occupational therapy to Special Education students, not to exceed $197,180 (01.0-65000.0-57602-11900-5850-7440000), effective August 4, 2025 through June 5, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was September 4, 2025 for a total not to exceed $96,900. The District extended the agreement through May 22, 2026 for an additional $92,000 for a total of $188,900. Due to an increased need for occupational therapy during the first 9 days of ESY, this amendment adds an additional $8,280 for a total not to exceed amount of $197,180.

SPED Professional Services Tiny Hands Therapy_Amendment.pdf (OF 31,596)

13.s) Approval of Agreement for Professional Services Provided by West Shield Adolescent Services 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 West Shield Adolescent Services, to escort and transport Special Education students to out of or in state residential facilities, not to exceed $10,000

(01.0-07240.0-50010-36000-5812-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services West Shield.pdf (OF 31,597)

13.t) Approval of Agreement for Professional Services Provided by Window (Joinwindow Dot Com Inc.) 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 Window (Joinwindow Dot Com Inc.) , to provide a speech and language pathologist, not to exceed $179,520 (01.0-65000.0-57602-11901-5850-7440000), effective August 10, 2026 through June 4, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Window.pdf (OF 31,598)

13.u) Approval of Master Contract Renewal for Nonpublic, Nonsectarian Schools and Agencies

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Master Contracts and service agreements for Special Education students, to be provided by the indicated nonpublic, nonsectarian schools and agencies as follows: Non-Public Schools: School Year 2025 - 2026 (as of 6/9/2026) = $2,690,578 School Year (projection) 2026 - 2027 = $4,000,000 Non-Public Agency: School Year 2025 - 2026 (as of 6/9/2026) = $7,559,143 School Year (projection) 2026 - 2027 = $5,500,000 Effective July 1, 2026 through June 30, 2027, and that authority to sign the contracts be exercised pursuant to BUSD-AR 3314, as presented.

SPED Master Contract for Nonpublic, Nonsectarian Schools and Agencies.pdf (OF 31,599)

13.v) Amendment and Ratification of Agreement between Burbank Adult School and Telemedcore

Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education amend and ratify the agreement between Burbank Adult School and Telemedcore to be effective on June 15, 2026, not to exceed $58,012.50 (11.0-63910.0-41104-10000-5840-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD AR 3314 as presented.

BAS - Telemedcore Agreement 6 25 26.pdf (OF 31,600)

13.w) Approval of Agreement between Burbank Adult School and iHeartMEDIA

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District, Burbank Adult School and iHeartMedia to be effective from July 29, 2026

through May 31, 2027, not to exceed $35,200. (23% each = 11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000 and 8% = 11.0-00639.0-41100-27000-5850-5330000) and that the authority to sign the Agreement be exercised pursuant to BUSD AR 3314, as presented.

Agreement BAS iHeartMEDIA 6-25-2026.pdf (OF 31,601)

13.x) Approval of School Site and Department Software Licenses and Memberships for 2026 - 2027

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the District Software Licenses and Memberships for the 2026 - 2027 school year, as presented.

Approval_School Site and Department Software Licenses and Memberships for 2026 - 2027_062526.pdf (OF 31,602)

13.y) Approval of Renewal of Agreement with Lumen Technologies for VoIP SIP Trunk Services, District-wide (General Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the renewal agreement between Burbank Unified School District and Lumen Technologies for VoIP SIP Trunk services, for a three-year contract, not to exceed $39,000, with an annual fee of approximately $13,000 (01.0-00000.0-00000-72000-5910-7400000) General Fund, effective July 1, 2026 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval_Renewal Agreement_Lumen VoIP_062526.pdf (OF 31,603)

13.z) Approval of Renewal of Agreement with Arey Jones for Lightspeed Alert and Lightspeed Content Filtering Licenses (General Fund and Safety Credits)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the renewal of agreement between Burbank Unified School District and Arey Jones for Lightspeed Alert and Lightspeed Content Filtering Licenses, not to exceed $145,020.00 (01.0-00000.0-00000-72000-5840-7400000) General Fund and Safety Credits, amount to be determined, effective July 1, 2026 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Approval_Renewal Agreement_Arey Jones Lightspeed_062526.pdf (OF 31,604)

13.aa) Approval of Contracts with American Outdoor Education, Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School and Los Angeles County Outdoor Science School.

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the contract with American Outdoor Education, Emerald Cove Outdoor Science Institute, High Trails Outdoor Science School and Los Angeles County Outdoor Science School, effective July 1, 2026, through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contracts 26-27-Nine Elementary Schools.pdf (OF 31,605)

13.ab) Approval of Agreement between Burbank Unified School District (Burbank Adult School) and AABC TV

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the advertising campaign between Burbank Unified School District and AABC TV to promote the adult education programs in the Armenian community, effective July 1, 2026, not to exceed $25,500.00 for three months (25% each = 11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000) and the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

AABC TV- BUSD-BAS Ad Agreement 6 25 26.pdf (OF 31,606)

13.ac) Approval of District Memberships 2026-2027

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the memberships in professional organizations for the 2026-2027, as presented.

District Memberships 2026-27.pdf (OF 31,607)

13.ad) Approval of Agreement for Professional Services, OPEB Actuarial Services (General Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Schwab Actuarial Services to provide OPEB actuarial services, in an amount not to exceed $9,375 (01.0-00000.0-00000-72000-5820-7401000, General Fund), effective June 26, 2026, through completion of services, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Actuarial Services 062526.pdf (OF 31,608)

13.ae) Approval of Renewal Agreement with EMS LINQ, LLC for LINQ Nutrition Products and Service (Cafeteria Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the renewal agreement between Burbank Unified School District and EMS LINQ, LLC for LINQ Nutrition products and services for the period

of August 1, 2026 through July 31, 2027, not to exceed $38,360.00 (13.0-53100.0-00000-37000-5840-7490000, Cafeteria Fund), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

EMS Linq 2026-27 062526.pdf (OF 31,609)

13.af) Approval of Agreement for Use of Equipment and Related Equipment Purchases with Oliver Packaging and Equipment Company (Cafeteria Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the Agreement for Use of Equipment between Burbank Unified School District and Oliver Packaging and Equipment Company and approve the related equipment purchases, effective June 26, 2026, not to exceed $52,000, (13.0 53100.0 00000 37000 4410 7490000 - $12,500, and 13.0 53100.0 00000 37000 6410 7490000 - $39,500, Cafeteria Fund), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Oliver Packaging 062526.pdf (OF 31,610)

13.ag) Approval of Renewal Agreement with LunchAssist, Inc. for Professional Services and Training (Cafeteria Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the renewal agreement between Burbank Unified School District and LunchAssist, Inc. for professional services, training, and LunchAssist PRO access, effective October 28, 2026 through June 30, 2027, not to exceed $20,635.00 (13.0-53100.0-00000-37000-5850-7490000, Cafeteria Fund), and that authority to sign the contract pursuant to BUSD AR 3314, as presented.

LunchAssist 26-27 062526.pdf (OF 31,611)

13.ah) Approval of Award of Contract, California Paving & Grading, Patch Existing Playground Asphalt, Thomas Edison Elementary School (Deferred Maintenance)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board approve the contract award between the Burbank Unified School District and California Paving & Grading for the patching of existing playground asphalt at Thomas Jefferson Elementary School, not to exceed $39,555.00 (14.0-00000.0-00000-85000-5810-2060000, Deferred Maintenance), effective July 1, 2026 through June 4, 2027, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

6-25 AOC_CA Paving_Thomas Jefferson.pdf (OF 31,612)

13.ai) Approval of Amended Agreement for Professional Services, Lozano Smith, Attorneys at Law, (General, Bond, and Special Education Funds)

Jason Hasty Assistant Superintendent of Business Services, approve the amended agreement between the Burbank Unified School District and Lozano Smith, Attorneys

at Law, effective July 1, 2025 through June 30, 2026, increasing the not to exceed amount by $200,000, for a new total not to exceed $703,000, to be paid primarily from the General Fund (01.0-00000.0-00000-72000-5820-7400000), with Bond Fund (21.0-00000.0-00000-85000-5820-7400000) and Special Education Fund (01.0-65000.0-50010-21000-5820-7440000) charged when appropriate based on the legal matter, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented. Note: The agreement was originally ratified on September 4, 2025, for a total not to exceed $403,000 and was later amended to increase the total not-to-exceed amount to $503,000. This second amendment provides additional funding authority for outstanding invoices and legal services through June 30, 2026.

Lozano Smith amended 25-26 062526.pdf (OF 31,613)

13.aj) Approval of Professional Services Agreement, Ninyo & Moore, Compaction and Welding Testing Services for Two (2) Relocatable Classrooms, Adult School Annex (Adult Education Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the professional services agreement between Burbank Unified School District and Ninyo & Moore for compaction and welding testing services for the Two (2) Relocatable Buildings Project at Burbank Adult School, effective June 26, 2026 through June 25, 2027, not to exceed $10,626.00 (Adult Education Fund), and that authority to sign the agreement be exercised pursuant to BUSD - AR 3314, as presented.

AOPA_NinyoMoore_Adult School_BAS.pdf (OF 31,614)

13.ak) Approval of Award of Contract, OPTERRA Energy Services, Purchase of Spare Solar Panels to Support Replacement and Future Repairs to District Photovoltaic Systems (Restricted Routine Maintenance)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the award of contract between Burbank Unified School District and OPTERRA Energy Services for the purchase of one pallet, consisting of twenty-two (22) SolarWorld SW 340 XL Mono spare solar panels, to support replacement and future repairs to District photovoltaic systems, effective June 26, 2026, through June 25, 2027, not to exceed $11,269.90 (Restricted Routine Maintenance Fund), and that authority to sign the contract be exercised pursuant to BUSD - AR 3314, as presented.

AOC_OPTERRA_PanelRepair_Various Sites_RRM.pdf (OF 31,615)

13.al) Approval of Notice of Completion, Reliable Floor Covering Inc., CUPCCAA Bid 2526-017, Furnish and Install Flooring in Three (3) Classrooms, Burbank Adult School (Adult Education Fund)

Jason Hasty, Assistant Superintendent of Business Services recommends that the Board of Education approve the Notice of Completion for Reliable Floor Covering

Inc., for CUPCCAA Bid No. 2526-017, flooring replacement in three (3) classrooms at Burbank Adult School, and accept the project as complete.

NOC_Reliable Flooring_Adult Ed.pdf (OF 31,616)

13.am) Approval of Award of Contract, Sierra School Equipment Co., Furnish and Install New Crusader Chairs, Auditorium, Washington Elementary (Gift Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the award of contract with Sierra School Equipment Company to furnish and install new Crusader chairs in the auditorium at Washington Elementary School, effective June 26, 2026, through June 25, 2027, not to exceed $120,281.00 (Gift Funds), and that authority to sign the contract be exercised pursuant to BUSD - AR 3314, as presented.

AOC_Sierra Equipment_Washington_Gift.pdf (OF 31,617)

13.an) Amendment of Agreement for Professional Services

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approves the amended 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 $122,000 (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 - AMENDED.pdf (OF 31,618)

13.ao) Approval of Deductive Change Order No. 1, The Garland Company, Inc., Purchase Order No. 26002689: Summer 2026 Roofing Project, Thomas Edison Elementary School — Roofing Materials (Measure ABC Bond Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board approve Deductive Change Order No. 1, The Garland Company, Inc., Purchase Order No. 26002689: Summer 2026 Roofing Project, Thomas Edison Elementary School — Roofing Materials, reducing the purchase order by $7,229.90 for a revised not to exceed $88,300.34, (21.0-00000-0-00000-85000-4310-2020000, Measure ABC Bond Fund), and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Garland CO.pdf (OF 31,619)

13.ap) Approval of Amendment to the Fiscal Support Services Contract with the Los Angeles County Office of Education (General Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the amendment to the Fiscal Support Services contract with the Los Angeles County Office of Education, extending the term through June

30, 2027, and increasing the contract amount by $60,000, for a revised total contract amount not to exceed $90,000 (General Fund), and authorize the Superintendent or designee to execute the amendment pursuant to BUSD-AR 3314, as presented.

LACOE Fiscal Support Services 062526_Redacted.pdf AMENDED (OF 31,620)

13.aq) Approval of Amendment to the Los Angeles County Office of Education (LACOE) BEST Advantage and HRS System Maintenance and Support Contract 2025-2030

Business Services, recommends that the Board of Education approve amendment to the agreement between Burbank Unified School District and Los Angeles County Office of Education (LACOE) for the BEST Advantage System, not to exceed $139,876 for fiscal year 2026-27 (01.0-00000.0-00000-77000-5890-0000000), effective, July 1, 2025 through June 30, 2030, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

Amendment LACOE Best Advantage System Contract 062526.pdf (OF 31,621)

13.ar) Approval of Agreement for Professional Services – School Business Inc. (Business Services)

Business Services recommends that the Board of Education approve the Agreement between the Burbank Unified School District and School Business Inc., for professional business services effective July 1, 2026 through June 30, 2027, not to exceed $75,000, and authorize the Superintendent or designee to execute the agreement pursuant to BUSD-AR 3314, as presented.

School Business Inc 062526.pdf (OF 31,622)

13.as) Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Health, Inc. (Human Resources)

Human Resources Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Evernorth Behavioral Health Inc. for the Employee Assistance Program, effective January 1, 2027 through December 31, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of Agreement Between the Burbank Unified School District and Evernorth Behavioral Inc. (Human Resources).pdf (OF 31,623)

13.at) 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 School Services of California to assist with the 2025-2026 layoff process, effective December 1, 2025 through June 30, 2026, and the authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of Agreement for Professional Services.pdf (OF 31,624)

13.au) Approval of Contract with Becker & Miyamoto, Inc. for Boundary Survey and Title Review Services at Various Sites (Measure ABC Bond Fund)

Jason Hasty, Assistant Superintendent of Business Services, recommends that the Board of Education approve the proposal from Becker & Miyamoto, Inc., for boundary survey and title review services at various Burbank Unified School District sites, not to exceed $141,500.00 (Measure ABC Bond Funds), and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.

Various Sites Bdry RS.pdf (OF 31,625)

13.av) Approval of Professional Services Agreement, Greg Powell dba Architecture Plus Inc., DSA Certification Closeout Services, Various Sites (Measure ABC Bond Fund)

Business Services recommends that the Board of Education approve the Professional Services Agreement between Greg Powell dba Architecture Plus Inc. and the Burbank Unified School District for Division of the State Architect (DSA) certification closeout services at various sites, not to exceed $54,730 (21.0-00000.0-91008-85000-6282-75200000, Measure ABC Bond Fund), and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Amend_Greg_Powell.pdf (OF 31,626)

It was moved by Emily Weisberg, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

Initial approval of, 13a-13n, 13r, 13s, 13u-13w, 13y, 13ab-13ag, 13ai-13am, 13ao, 13aq, 13as, 13au and 13av, as presented. Motion by Vice President Weisberg, seconded by Member Olson. Motion passed 4-0.

13o, 13p, 13q and 13t motion by Member Olson, seconded by Vice President Weisberg. Motion passed 4-0.

13x and 13z motion by Vice President Weisberg, seconded by Member Olson. Motion passed vote 4-0.

13aa motion by Member Olson, seconded by Vice President Weisberg. Motion passed 4-0.

13ah motion by Member Olson, seconded by Vice President Weisberg. Motion passed 4-0.

13an motion by Vice President Weisberg, seconded by Clerk Cano. Motion passed 3-1. Member Olson Opposed.

13ap motion by President Pontzer Kamar, seconded by Clerk Cano. Motion passed 4-0.

13ar and 13at motion by Member Olson, seconded by Vice President Weisberg. Motion passed 4-0.

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.

Member Olson shared her experience with Schools Beyond Screens.

Vice President Weisberg addressed Rick from LACOE and stated how glad she is he will be around for six more months.

President Pontzer Kamkar read the retirements.

15) ADJOURNMENT

Meeting adjourned at 11:30 p.m.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

August 6, 2026
_____
DATE

_____
LAURETTE CANO, CLERK

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with School Services of California |

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**Background:**

The Burbank Unified School District utilizes School Services of California Inc. (SSC) for fiscal and management information services related to school finance, the State Budget, education legislation, budgeting, and other fiscal matters.

The agreement continues these services for the period of July 1, 2026 through June 30, 2027, and includes SSC's Fiscal Report, legislative analysis, up to 12 hours of direct consulting services, and electronic CADIE and SABRE reports. The agreement was executed on July 6, 2026, following the July 1 effective date.

**Fiscal Impact:**

The annual cost is $5,160, plus applicable expenses, and $865 for the electronic CADIE and SABRE reports, for a total base cost of $6,025, funded through the General Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with School Services of California for Technical Support.

Docusign Envelope ID: 92E5E80E-418E-898A-8071-4E6C40AB2FB2

School Services of California INC.
An Employee-Owned Company

1121 L Street
•
Suite 1060
•
Sacramento
•
California 95814
•
TEL: 916 . 446 . 7517
•
FAX: 916 . 446 . 2011
•
www.sscal.com

MEMORANDUM

May 15, 2026

TO: Jason Hasty
Assistant Superintendent of Business Services
BURBANK USD

FROM: Patti F. Herrera, EdD
President

It has been a pleasure to provide your local educational agency our Fiscal and Management Information Services during the past year. We value our relationship and appreciate the continued confidence that you and your staff have expressed in School Services of California Inc.

Our current contract expires on June 30, 2026. Anticipating your desire to continue our services, we have enclosed a proposed renewal Agreement. We are also offering the option to include our CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) products as part of this contract. If you wish to include any of these services, please complete and sign the attached Addendum A, indicate the services desired, and return with your contract renewal. Any questions regarding the CADIE or SABRE should be directed to Chloe Lum, Systems Data Specialist (chloel@sscal.com).

To activate our Agreement, please e-sign the contract (and Addendum A, at your discretion) and it will be returned to our office for final processing. So that we may continue to give you the best possible service, it would be helpful if we could have the Agreement returned by June 30, 2026. If you are unable to return it by this date, please call our Accounting Department. Please note that this contract reflects a modest price increase above the current year.

Again, thank you for the opportunity of working with you in the past year. If you have any questions or need additional information, please contact our Accounting Department at (916) 446-7517 or via email at accounting@sscal.com.

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Client Name: BURBANK USD
Client # 3250 / S15 P.O. #_____

**AGREEMENT FOR SPECIAL SERVICES**
Fiscal and Management Information Services

This is an Agreement between the **CLIENT**, as defined above, and **SCHOOL SERVICES OF CALIFORNIA INC.,** hereinafter referred to as "Consultant," entered into as of July 1, 2026.

**RECITALS**

**WHEREAS**, the Client needs assistance regarding issues of school finance, legislation, school budgeting, general fiscal issues, and the state-mandated program cost claims process; and

**WHEREAS**, the Consultant is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

**NOW, THEREFORE**, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to perform such duties relating to issues of school finance, including:

    a. Electronic delivery of the *Fiscal Report* containing information on issues of school finance, budgets, or practices and policy issues that impact local educational agency fiscal and education policies.

    b. An analysis of all major school legislation affecting public education and information related to their progress through the California State Legislature and implementing state agencies, if applicable.

    c. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate.

    d. Up to 12 hours of service annually as the Client directs on fiscal issues, including analysis of specific local educational agency revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client.

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Services for which the base service hours may not be used include Client-specific economy, efficiency, or management consulting services, executive searches, legislative representation or advocacy; appearance as an expert witness; provision of depositions or declarations for local educational agency legal issues; major customized research projects or studies; or on-site speeches or presentations.

2. If the Client is a county office of education, the county office of education agrees that any information received from the Consultant shall be for the use of the county office of education only and shall not be provided by the county office of education to local educational agencies over 500 average daily attendance (ADA). Local educational agencies under 500 ADA are eligible to receive service as deemed appropriate by the county office of education.

3. The Client agrees to pay to the Consultant for services rendered under this Agreement:

   a. $ 5,160 annually, plus expenses, for the services listed in Item 1 above, upon receipt of billing from the Consultant.

   b. For all requested services in excess of 12 direct service hours as indicated in Item 1d above in the 12-month period, the applicable hourly rate for the person(s) performing the services shall apply.

   c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site.

   d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.

4. This Agreement shall be for the period of one year, beginning July 1, 2026, and terminating June 30, 2027. This Agreement may be terminated prior to June 30, 2027, by either party on 30 days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. The Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and the Consultant may bill these additional days. In the case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 3 above.

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5. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as indicated below:

By: Signed by: Jason Hasty 5666AD8FFECB42A... Date: 7/6/2026

Jason Hasty
Assistant Superintendent of Business Services
BURBANK USD

By: Date: May 15, 2026

Patti F. Herrera, EdD
President
School Services of California Inc.

Docusign Envelope ID: 92E5E80E-418E-898A-8071-4E6C40AB2FB2

**Order CADIE/SABRE: Yes** [X] **No** [ ]

**Contract period:** 7/1/2026 **to** 6/30/2027 **P.O. #**_____

**ADDENDUM A**
**TO SPECIAL SERVICES AGREEMENT**

As a client of School Services of California Inc., you have the option of purchasing either or both of our **CADIE** and **SABRE** reports at the client rate. The following information describes the **CADIE** and **SABRE** reports, and the form at the bottom of the page to order the reports.

The **C**omparative **A**nalysis of **D**istrict **I**ncome and **E**xpenditures (**CADIE**) is a comprehensive computer-generated report comparing your district's revenues and expenditures to those of 40 other districts *(two reports with 20 districts in each)* of your choice throughout the state. Well over 300 comparisons are made using SACS, CBEDS, and CALPADS data.

The **CADIE** includes comparative graphic data expenditures by ADA, tabular information showing per ADA and percentage distribution of district revenues and expenditures, staffing levels, and tables that show—on an ADA and percentage basis—how your district spent its dollars for the prior three years. The report is comprehensive, yet easy to use.

The **S**alary **A**nd **B**enefits **Re**port (**SABRE**) is generated from the CDE's Certificated Teachers Salary and Benefit data (Form J-90) and provides up to 38 side-by-side comparisons of your district with those of 40 other districts (*two reports with 20 districts in each)* of your choice on certificated salaries, health and welfare benefits, and workdays.

The **SABRE** includes ten graphical displays and 27 comparison tables with side-by-side analysis for certificated non-management. It also includes the actual salary and benefit schedules and other selected data important for compensation evaluation in an easy-to-read format.

The analytical uses of the **CADIE** and **SABRE** reports are unlimited. If these products are needed for negotiations, they may be fully reimbursable as part of your mandated cost claim if you have chosen to file mandate claims for this year.

***WITH REPORT PURCHASE, YOU ARE ENTITLED TO TWO CADIES AND TWO SABRES FOR THE YEAR(S) SELECTED.***

Please check the appropriate items below: [ ] Current year 2024-25 [X] Next year 2025-26**

Electronic Version:

___CADIE only $550
___SABRE only $395
_X_CADIE & SABRE $865

Hardcopy Version:

___CADIE only $665
___SABRE only $505
___CADIE & SABRE $1,085

Select either:

_X_ Use the same districts as last year

OR two of the following:

___ Use districts of similar type and size
___ Use districts geographically close to mine
___ Use districts with similar unduplicated pupil percentage

Reports are a year behind as the data is released by the CDE.
**Next year: Tentatively, the SABRE will be released in January 2027, and the CADIE will be released in April 2027

District Name: BURBANK USD
Contact Name: Jason Hasty
Address (no P.O. boxes please): 1900 W. Olive Ave
Burbank, CA 91506
Telephone with extension: 818-729-4471
Email Address: jason.hasty@burbankusd.org

Signature: Signed by: Jason Hasty 5666AD8EFECB42A...
Print Name: Jason Hasty Date: 7/6/2026

By completing this Addendum A, and submitting with the contract, the Client agrees to pay for these reports upon receipt of the products and appropriate billing.

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Addendum to Agreement with Sedgwick Claims Management Services for Worker's Compensation Program |

---

**Background:**

The Burbank Unified School District utilizes Sedgwick Claims Management Services, Inc. to provide claims administration services for workers' compensation claims associated with the District's prior self-insured program.

The proposed addendum extends the existing agreement for an additional one-year period from July 1, 2026, through June 30, 2027, to provide continued administration of these claims.

**Fiscal Impact:**

The annual flat fee is $9,500, funded through the General Fund. Additional charges may apply as provided in the agreement.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Addendum to the Agreement with Sedgwick Claims Management Services for the Workers' Compensation Program, as presented.

## ADDENDUM TO EXTEND THE AGREEMENT FOR AN ADDITIONAL PERIOD

This Addendum to Extend the Agreement for an Additional Period ("Addendum") is entered into by and between Burbank Unified School District ("Client") and Sedgwick Claims Management Services, Inc. ("Sedgwick") and shall be attached to and made a part of the Service Agreement for Administration of a Claim Program that was effective July 1, 2025 entered into between Client and Sedgwick ("Agreement").

In consideration of the Agreement recitals and the mutual covenant and conditions contained herein, the Parties acknowledge that the Agreement is hereby amended as follows:

1. The Agreement shall be extended for an additional period commencing July 1, 2026 and ending June 30, 2027.

2. Client shall pay Sedgwick the following fees on a life of contract basis for services provided during this additional period:

   A. Annual Flat Fee:

| Line of Business | 7/01/2026 through 06/30/2027 |
|---|---|
| **Workers' Compensation** | $9,500 |

   $9,500 annually, based on an assumed inventory of five (5) open workers' compensation tail claims. In the event the number of open claims exceeds five (5) at any time during the contract period, the parties agree that the annual fee shall be subject to adjustment to reflect the increased claim volume.

   B. Miscellaneous Charges:

   OmniInsights access, which includes 4 users, is provided for a fee of $0. Additional access is available for a fee of $1,645 per user per year.

   C. Care Management Fee Schedule:

   All claims administration fees and services contemplate the deployment of Sedgwick's managed care services for all bill review, case management services, and ancillary network services (i.e. DME, home health, diagnostics, etc.).

| Service | Rate |
|---|---|
| **Medical bill review and other savings** | |
| State fee scheduling/usual, customary and reasonable; state reporting | $10.42 per bill* (including CA MPN) |
| First party auto PIP bill review | $30.00 per bill |
| All other savings (PPO, OON, other savings) | 30% of savings |
| **Telephonic clinical services** | |

| Service | Rate |
|---|---|
| Telephonic case management (TCM):<br>• Telephonic nurse case manager<br>• Surgery nurse case manager | Evaluation and recommendation: $165<br>$114 per hour |
| Behavioral health specialist (BHS) | $114 per hour [(1)] |
| Physical therapy case management | $145 per hour [(1)] |
| Customized nurse services (e.g., assessment nurse) | $114 per hour [(1)] |
| **Utilization review (UR) and physician advisor** | |
| UR and pharmacy UR | $173 per review |
| Physician advisor/peer review | $322 per review |
| Physician review of records | $322 per hour |
| Physician advisor appeal | $383 per review |
| Complex pharmacy management | Pharmacy nurse management/pain coaching: $126 per hour<br>Physician and PharmD management (as needed): $322 per hour |
| **Field case management (FCM)** | |
| Medical FCM: Full field | $114 per hour, plus direct expenses [(1)(2)] |
| Catastrophic/crisis care management | $180 per hour [(1)] |
| International medical FCM | Countries near US and US Territory (Canada, Mexico, Puerto Rico, Bahamas, USVI): $180 per hour<br>All other countries: $208 per hour |
| *FCM tasks:* | |
| – One visit clinical assessment | $787 flat fee |
| – Limited assignment task | $114 per hour [(1)] |
| – Specialty task services: life care plan, expert testimony, customized services | $180 per hour |

| | |
|---|---|
| **Vocational & Work placement solutions** | |
| Transitional work placement (at Not-for-profit) | $984 for placement or no-show |
| Return to Work Specialist | $114 per hour [(1)]<br>Telephonic return-to-work |
| Work Place Consultation - Program/Policy Design & planning | $218 per hour, plus direct expenses |
| Vocational - Full Field Case Management | $114 per hour, plus direct expenses [(1)(2)] |
| *Vocational field tasks:*<br>Vocational Assessment/Testing | $1,038 flat fee |
| Labor Market Survey | $699 flat fee |
| Automated Transferable Skills Analysis | $393 flat fee |
| Job Analysis or Ergonomic Evaluation | $863 flat fee |
| **Clinical Consultation Services** | |

| | |
|---|---|
| Clinical consultation | Standard (24x7x365 access to nurse): $00 Per Call |
| | Premium (standard plus option of blended intake or limited customization): $15 Per Call |
| | Advance (Premium plus option to customize workflows): $26 Per Call |
| | ** level of customization may warrant additional fees* |
| **Sedgwick managed care administrative services** | |
| Lien resolution | 28% of the below fee schedule savings subject to minimum fee of $137 and cap of $8,196 per lien<br><br>Expert witness testimony or hearing representation charged at $137 per hour plus direct expenses |
| Sedgwick standard medical card | No charge; customization starts at $3,824 |
| Mandatory state panel postings | Electronic versions of panel cards will be provided at no additional cost. Physical panel cards will incur pass-thru costs at current printing and mailing rates to be paid by the client. |
| | *(1) Alaska, California, New York and Hawaii @ $152 per hour; CAT @ $213 per hour; PT Case managment at $185 per hour* |
| | *(2) Minnesota QRC Med/Voc & Job Placement charged at prevailing fee schedules* |

D. MMSEA/SCHIP Medicare Reporting Fee:

The charges set forth below are the current fees for the services listed, and these fees may change from time to time upon sixty days prior written notice to Client:

One time $9 charge per claim for claims involving bodily injuries (WC, liability, no fault).

Sedgwick will make reasonable efforts to obtain the relevant Medicare reporting data from the Client's prior claim system during the implementation process, however, closed claims may contain Medicare reporting errors that are not in compliance with Medicare rules and regulations and may require additional

Sedgwick resources to correct. Sedgwick will charge $15 per claim to correct these errors.

3. All terms and conditions of the Agreement shall otherwise remain the same, except those terms and conditions which have been added, deleted, or modified by the parties in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed on the dates shown below.

| Burbank Unified School District | Sedgwick Claims Management Services, Inc. |
|---|---|
| By:_____ | By:_____ |
| Title:_____ | Title:_____ |
| Date:_____ | Date:_____ |

# SERVICE AGREEMENT FOR ADMINISTRATION OF A CLAIMS PROGRAM

This Service Agreement for Administration of a Claims Program dated July ___, 2025 (the "Agreement"), is entered into by and between Sedgwick Claims Management Services, Inc. ("Sedgwick"), and Burbank Unified School District (the "Client") (Sedgwick and Client together the "Parties").

## RECITALS

1. Client self-insures its claims administration program for workers' compensation risks and desires to have Sedgwick provide the specific services set forth below in connection with such self-insured program (the "Program," as defined on the attached Exhibit A).

2. Sedgwick is willing to provide such services on the terms and conditions hereinafter stated.

## AGREEMENT

1. **Services to Be Performed by Sedgwick:** Sedgwick agrees to perform the following services:

   A. With regard to Claims Administration, Sedgwick shall:

      (1) During the term of this Agreement, review all claim and loss reports received from Client that are required to be reviewed under the Program (a "Qualified Claim"), and process each such claim or loss report in accordance with applicable statutory and administrative regulations;

      (2) Conduct an investigation of each Qualified Claim to the extent deemed necessary by Sedgwick in the performance of its obligations hereunder;

      (3) Arrange for independent investigators, appraisers, or medical or other experts to the extent deemed necessary by Sedgwick in connection with processing any Qualified Claim;

      (4) Pay benefits, expenses, and adjust or settle each Qualified Claim, but only if in the sole judgment of Sedgwick such payment would be prudent for Client and the anticipated amount thereof does not exceed the limit specified in accordance with paragraphs 2F and 2G below, or as Client specifically approves or directs such action in writing;

      (5) Maintain a file for each Qualified Claim which shall be the property of Client (for self-insured claims) or Insurer (for insured claims) and which shall be available for review by Client or Insurer during normal business hours upon three (3) days' prior written notice;

(6) Notify Client's first layer of insurance coverage for each Qualified Claim where the values may exceed Client's retention, providing such insurer with necessary information on the current status of those claims, unless relieved of this obligation by Client pursuant to paragraph 2A;

(7) Assist Client's counsel, if requested, in preparing the defense of litigated cases arising out of Qualified Claims, negotiating settlements and pursuing subrogation or contribution actions;

(8) Maintain a current estimate of the expected total cost of each Qualified Claim which is based on facts known at the estimation date, but is not trended or actuarially developed;

(9) Use a proprietary data management system to furnish to Client agreed upon loss and information reports. These reports shall contain information such as each Qualified Claim date, condensed claim description, payments made, estimated future costs and total expected costs of all Qualified Claims, as well as summary and other data deemed relevant by Sedgwick, but not IBNR (incurred but not reported) claims or actuarially developed loss values; and

(10) Annually report federal, state and local 1099 information under Sedgwick's tax identification number(s) for vendor payments issued by Sedgwick on bank accounts established and managed by Sedgwick on behalf of Client, but not for payment authorizations when Sedgwick does not issue the checks. Client recognizes and agrees that any earnings credits realized on the account(s) will be utilized to offset banking analysis fees related to any Sedgwick managed claim fund account. To the extent that earnings credits do not off-set all bank account fees, Client shall pay the additional bank account fees due.

B. Sedgwick will provide managed care services as set forth in the attached Managed Care Service Schedule.

C. Sedgwick will provide the MMSEA/SCHIP Reporting services as set forth in the Medicare Reporting Services Schedule attached hereto.

2. **Obligations of Client:**

A. Client shall provide Sedgwick in a timely manner with its first layer of insurance coverage for the policy years necessary for proper notification of applicable Qualified Claims to such first layer insurers by Sedgwick. Should Client fail to provide this information, Sedgwick shall be relieved of any such reporting obligations.

B. Client shall pay to Sedgwick a service fee which, in the initial term of this

Agreement, shall be computed and payable as shown on the attached Exhibit B, plus applicable taxes, if any. Client shall reimburse Sedgwick for the reasonable and customary out-of-pocket expenses incurred by Sedgwick such as travel expenses in conjunction with the services being performed. If Client, in its sole discretion, requests Sedgwick to perform services outside of the scope of work listed herein, then Client shall compensate Sedgwick for such services at Sedgwick's then applicable standard rates for such service.

C. Client shall at all times provide funds adequate for the payment of Qualified Claims, including allocated loss adjustment expenses. For purposes of this Agreement, allocated loss adjustment expenses shall mean all costs, charges or expenses incurred by Sedgwick, its agents or its employees which are properly chargeable to a Qualified Claim including, without limitation, court costs; fees and expenses of attorneys; appeal bonds; independent adjusters; investigators; appraisers; vocational services, training or evaluation; medical expenses and medical cost containment service providers (including those provided by Sedgwick, if applicable); durable medical equipment; rehabilitation services; experts and witnesses; fees for obtaining statements, diagrams, reports, records, documents, transcripts, depositions, Medicare reporting and compliance services fees and costs, index bureau filings and re-filings, and photographs; cost of file retrieval; cost associated with the pursuit of subrogation and/or Special Injury Fund claims; hearing representation services; and travel fees and expenses incurred at Client's request. Sedgwick may, but need not, elect to utilize its own staff or affiliated entities to perform these services. Associated fees and costs will be charged as allocated loss adjustment expenses.

D. Client shall deposit funds for payment of Qualified Claims, including allocated loss adjustment expenses, in a bank account or accounts (the "Claim Account"). Client shall be responsible for providing sufficient funds to enable Sedgwick to write checks on the Claim Account for use in the payment of Client's Qualified Claims. Such funds shall be provided by electronic funds transfer at the inception of the Program and replenished by electronic funds transfer promptly from time to time thereafter. The amount of the escrow required for the Claim Account may be modified in the following instances:

(1) There is a substantial increase or decrease in claims payment activity;

(2) Client fails to fund the Claim Account within the agreed upon time period;

(3) There is a change in funding cycle;

(4) The escrow is recalculated at Client's request; or

(5) The escrow amount is automatically recalculated on an annual basis.

E. It is expressly understood that Sedgwick shall not be required to advance its own

funds to pay losses or allocated loss adjustment expenses for any Qualified Claim hereunder. It is further understood that if Client fails to promptly provide funds sufficient to allow required payments to be made timely, or if funds previously provided by or on behalf of Client are seized, frozen or otherwise unavailable to Sedgwick to allow required payments to be made timely on account of the bankruptcy, receivership, or other insolvency proceeding of Client [or Insurer, in cases where Insurer funds claim account], Sedgwick will have no obligation to perform any claims payments services during any period of underfunding.

F. Sedgwick shall have full discretion to make an individual payment of an allocated loss adjustment expense in an amount up to $25,000 on any Qualified Claim and shall not need the approval of Client to make such payments. This amount may be changed at any time by Client upon ten (10) days' prior written notice to Sedgwick. It is agreed that Sedgwick shall have full authority and control in all matters pertaining to the payment, processing, investigation and administration of Qualified Claims within the limit established by this paragraph.

G. Sedgwick shall have full discretion to redeem, compromise or settle any Qualified Claim for an amount not to exceed $0 and shall not need the approval of Client to consummate such redemption, compromise or settlement. This amount may be changed at any time by Client upon ten (10) days' prior written notice to Sedgwick. Failure of Sedgwick to settle a Qualified Claim within such limit, however, shall not subject Sedgwick to any liability whatsoever in the event of an adverse judgment entered by any court or the settlement of such Qualified Claim for an amount in excess of such limit.

H. Should Client fail to make timely payments of any service fees due Sedgwick or should Client in any other way breach a material term of this Agreement, Sedgwick shall then have the right to refuse to perform any further services or terminate this Agreement. If Sedgwick elects to exercise its rights under this paragraph, in addition to all other legal or equitable remedies, Sedgwick will have the right to its full minimum fee, if any, as well as any other fees for which Sedgwick may be eligible, and may collect such fees from any loss fund that may be in Sedgwick's care, custody and control.

I. Upon receipt of any form of notice advising of facts which are or may be a Qualified Claim, Client shall promptly assign the Qualified Claim to Sedgwick for management. Client shall promptly provide Sedgwick with such information as Sedgwick may require, including, but not limited to, any copy of documents describing its Program, including but not limited to documents submitted to any legal, administrative or regulatory authority for approval of the Program, as well as incident reports and related information in Client's possession and otherwise cooperate with Sedgwick in carrying out Sedgwick's tasks hereunder.

3. **Discontinuance of Operations:**

Should Client discontinue its business for any reason, all fees due Sedgwick shall be paid immediately. Sedgwick shall have no further obligation to continue to provide the services called for in this Agreement, and, at Sedgwick's option, this Agreement shall be considered terminated as of the date Client ceases operations or is subject to a bankruptcy or receivership filing, either voluntarily or involuntarily.

4. **Covered Jurisdictions:**

This Agreement shall cover all operations of Client in the state of California.

5. **Term of Agreement and Termination:**

A. The term of this Agreement shall be for the period commencing on July 1, 2025 and ending on June 30, 2026.

B. This Agreement may be terminated by either party at any time, provided that at least sixty (60) days' prior written notice of the effective date of termination is given to the other party.

C. Sedgwick is providing services to Client on a life of contract basis. If requested by Client, Sedgwick will continue to process Client's Qualified Claims remaining open at the expiration or termination of this Agreement, if any, provided that Client shall continue to make adequate funds available for the payment of such Qualified Claims, including any allocated loss adjustment expenses and pay information technology fees, fees for encrypted data files, program management fees, and any other applicable fees. This provision shall not apply unless the additional fee for this service shall have been negotiated and agreed to in writing prior to the effective date of termination.

C. If Sedgwick is required by Insurer to adjust Client's insured Qualified Claims after expiration or termination of this Agreement, Client shall continue to fund claims payments and allocated loss adjustment expenses as otherwise provided herein, and Client shall pay Sedgwick a mutually agreed upon fee, plus the prevailing fee for any information technology or encrypted data files required by Insurer.

D. If Insurer fails to pay Sedgwick service fees which it is obligated to pay, then Sedgwick may present all unpaid invoices to Client and Client shall pay such service fees within thirty (30) days of presentment. If Insurer is responsible for funding the Claim Account and fails to adequately do so, then Client shall immediately and adequately fund the Claim Account upon notice from Sedgwick of the deficiency.

F. Upon expiration or termination of this Agreement, Sedgwick shall deliver, at

Client's sole cost, the hard copy and imaged files that Sedgwick has maintained for Qualified Claims (but not including any computer hardware, firmware, software or other proprietary information of Sedgwick), except those Sedgwick has agreed in writing to continue to process or files that are owned by Insurer; provided, however, that Sedgwick or its agents, employees or attorneys shall continue to be entitled to inspect all such files and make copies or extracts there from. Imaged files shall be transferred to Client in the same electronic format. Client shall pay Sedgwick a one-time payment for transition of Qualified Claims as consideration for Sedgwick's associated costs, which costs may include, but are not limited to, carrier coordination, coordination with the new third party administrator, if any, necessary mailings and notifications, catalog and transfer of hard inventory, digital recording retrieval & transfer, advanced TTD payments, multiple loss runs, payment history for advanced TTD, claim hot list, banking reconciliation, validation of billings paid in field prior to transfer, field examiners validation and release of pending payments, client services & parameters group time (B2B interface shutoff, intake shutoff, CSI shutdown), as well as technology items such as preliminary and final data extract, image extract, bill review extract, MMSEA extract and hierarchy structure extract. If Client does not agree to accept such files, they will be retained or destroyed at Sedgwick's option and Client shall have no recourse against Sedgwick for failure to retain them.

G. Should Client terminate the Agreement for convenience within the first twelve months of the Agreement, the Client shall pay Sedgwick fees equal to three months of the service fees. Should Client terminate for convenience within the second twelve months of the Agreement, the Client shall pay Sedgwick fees equal to two months of the service fees. Termination fees are payable within thirty (30) days of the date of notice of such termination.

6. **Professional Advice:**

Nothing in this Agreement is intended to require Sedgwick to engage in the practice of law, and services provided shall not be considered legal, tax or accounting advice, and Sedgwick shall in no event give, or be required to give, any legal opinion or provide any legal, tax or accounting representation to Client. Client acknowledges that Sedgwick has been engaged to provide certain services and that it is not the intent of the Parties that Sedgwick assume any insurance risk. Sedgwick shall not act as an insurer for Client, and this Agreement shall not be construed as an insurance policy; it being understood that Sedgwick is in no event financially responsible for payment or satisfaction of Client's claims, lawsuits, or any form of cause of action against Client from Sedgwick funds.

7. **Indemnification:**

A. Sedgwick shall be fully responsible for exercising reasonable care at all times in the performance of its obligations hereunder. However, if Sedgwick is named as a party to any litigation or proceeding, or is the subject of any claim or demand because of its actions on behalf of Client, Client agrees to indemnify, defend, and

hold Sedgwick, its officers, directors, employees and agents harmless from any and all losses, damages, costs, judgments and expenses (including attorneys' fees and costs) with respect to any such litigation, proceeding, claim or demand, unless and until a finding is entered to the effect that Sedgwick failed to exercise such reasonable care in the performance of its obligations hereunder. Sedgwick agrees to indemnify, hold harmless and defend Client, its directors, officers, employees and agents from and against any and all liabilities, loss or damage that they may suffer as a result of any claim, demand, cost or judgment against them arising out of the negligence or willful misconduct of Sedgwick in connection with its performance under this Agreement, provided that such acts or omissions do not arise out of or relate to oral or written instructions, procedures or forms supplied by Client or to Client's internal management or adjustment of its claims. Each party agrees to keep the other fully informed of any matter for which it is defending, holding harmless or indemnifying the other party. Each party reserves the right to appoint its own counsel, at its own expense, regarding any matter defended hereunder and to approve any settlements of same.

B. Notwithstanding anything to the contrary contained in the above paragraph, it is understood and agreed that if Client, directly or through a subcontractor or vendor of Client's choosing, including any prior subcontractor, third party administrator, or vendor ("Client Subcontractor"), retains administration of a claim or performs or performed any services for a claim Sedgwick administers, or if Client otherwise directs the administration of a claim, Client will indemnify, defend, and hold Sedgwick, its officers, directors, employees and agents harmless from the losses, damages, costs, judgments and expenses (including attorneys' fees and costs) as a result of any litigation or proceeding, fines, penalties, revocation of license, or any other state regulatory investigation or action arising against Sedgwick related to the acts or omissions of Client or the Client Subcontractor.

C. If Client's access to claim data includes the ability to add and modify data, Sedgwick shall not be required to verify, or otherwise be responsible for, the accuracy of data added or modified by Client. Client shall indemnify, defend and hold Sedgwick, its officers, directors, employees and agents harmless for any loss, cost (including attorneys' fees), claim or judgment which is attributable to Client's input or modification of data.

D. The Parties agree that in no event shall Sedgwick's liability under this Agreement exceed the service fees paid to Sedgwick for the six (6) months immediately prior to the event from which the claim or matter arises. IN NO EVENT SHALL SEDGWICK BE LIABLE FOR ANY LOSS OR DAMAGE TO REVENUES, PROFITS OR GOODWILL OR OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND RESULTING FROM ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THIS AGREEMENT OR RESULTING FROM THE FURNISHING, PERFORMANCE, USE OR LOSS OF USE OF ANY SOFTWARE, SYSTEM, SITE, OR DELIVERABLE PROVIDED TO CLIENT HEREUNDER, INCLUDING WITHOUT

LIMITATION ANY INTERRUPTION OF BUSINESS, OR FOR ANY DAMAGES OR FINES ARISING FROM ANY ACTS OR OMISSIONS OF CLIENT SUBCONTRACTOR, EVEN IF SEDGWICK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

E. Notwithstanding the foregoing, an indemnifying party will not settle a claim without the indemnified party's written consent, unless such settlement results in (i) a full release of all Parties, (ii) no liability to the indemnified party or future obligation of the indemnified party, and (iii) no admission of wrongdoing by Client or Sedgwick.

F. The provisions of this section shall survive the expiration or termination of the Agreement.

**8. Network Security/Confidentiality:**

A. If Client's access to the data management system requires a network connection (the "Network Connection") between Client's network and Sedgwick's network, Sedgwick and Client shall take reasonable and customary precautions to prevent unauthorized access to or use of the Network Connection through their respective networks. The Parties agree, however, that each party is responsible for the security of its own network. Neither party shall be liable to the other for unauthorized access to the Network Connection, so long as the accused party shall have taken reasonable and customary precautions to prevent such unauthorized access.

B. Whether or not marked as such, and without regard to the media in which such records are stored, "Confidential Information" shall mean:

(1) any business or technical information pertaining to the Parties or to third parties, which is furnished, disclosed or made available by one party to the other, including, without limitation, specifications, prototypes, software, marketing plans, financial data and personnel statistics; and

(2) Medical records, reports and information, as well as any other non-medical records, reports or information pertaining to claimants under the Program.

C. Each party agrees to protect Confidential Information received hereunder with the same degree of care that such party exercises with its own confidential information (but in no event less than reasonable care) and to limit access and disclosure of Confidential Information only to their employees, agents and contractors who have a "need to know," and who agree to maintain confidentiality in accordance with this section. Notwithstanding the foregoing, Client agrees to permit Sedgwick to compile and disseminate aggregate, de-identified information for auditing, compliance, internal assessments, process improvement and related

analytics, benchmarking purposes or forward to a data collection facility data for Qualified Claims handled pursuant to this Agreement, provided that such facility agrees in writing to keep Client's data confidential. Further, Sedgwick shall be entitled, without violation of this section and without the prior consent of Client, to retain claims administration information and to forward claims administration information to government agencies to the extent required by law for the proper performance of the services set forth herein.

D. The provisions of this section shall survive the expiration or termination of the Agreement.

**9. Notices:**

Any notice required to be given under this Agreement shall be sent by certified or registered mail, postage prepaid, to General Counsel - Americas, Sedgwick Claims Management Services, Inc., 8125 Sedgwick Way, Memphis, TN 38125, in the case of Sedgwick, and to Andrew Cantwell, Assistant Superintendent of Administrative Services, 1900 W Olive Ave, Burbank CA 91506, in the case of Client.

**10. Assignment:**

The Client may not assign its rights or obligations under this Agreement. Sedgwick may assign or subcontract part of the services required hereunder and may at its discretion delegate to a subsidiary or affiliate such of its duties as it deems appropriate, provided that such subcontracting or delegation shall not relieve Sedgwick of any of its obligations hereunder.

**11. Entire Agreement and Modification or Amendment:**

This Agreement and its attached exhibits and schedules represents the full and final understanding of the Parties with respect to the subject matter described herein and supersedes any and all prior agreements or understandings, written or oral, express or implied. This Agreement may be modified or amended only by a written statement signed by both Parties.

**12. Applicable Law:**

The terms and conditions of this Agreement shall be governed by the laws of the State of California without regard to conflicts of law principles. If any dispute or claim arises hereunder that the Parties are not able to resolve amicably, the Parties agree and stipulate that such litigation shall be resolved in the State of California, and the Parties irrevocably submit to the exclusive venue and jurisdiction of such court for the purpose of any such action or proceeding. In the event of a dispute between the Parties resulting in litigation, the prevailing party may, in addition to any other relief obtained, recover its court costs and reasonable attorney's fees.

13. **Force Majeure:**

Neither party shall be liable to the other party or be deemed to have breached this Agreement for any failure or delay in the performance of all or any portion of its obligations under this Agreement if such failure or delay is due to any contingency beyond its reasonable control (a "Force Majeure Event"). Without limiting the generality of the foregoing, such contingency includes, but is not limited to, acts of God, fires, floods, pandemics, storms, earthquakes, riots, boycotts, strikes, lock-outs, acts of terror, wars and war operations, restraints of government, power or communication line failure or other circumstance beyond such party's reasonable control, or by reason of the bankruptcy, receivership or other insolvency proceeding of any bank or other financial institution where funds to pay losses and allocated loss adjustment expenses are held, or by reason of a judgment, ruling or order of any court or agency of competent jurisdiction or change of law or regulation subsequent to the execution of this Agreement. Both Parties are obligated to provide reasonable back-up capability to avoid the potential interruptions described above. If a Force Majeure Event occurs, the party delayed or unable to perform shall give immediate notice to the other party. Client acknowledges that the foregoing provision does not apply to Client's obligation to make timely payment of any fees due Sedgwick, and that Sedgwick shall be entitled to all remedies set forth in this Agreement and those allowed by law for Client's failure to timely pay such fees.

14. **Headings:**

Headings herein are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

15. **Relationship of Parties; Expenses:**

Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between the Parties; the only relationship among the Parties shall be that of independent parties to a contract. Except as expressly provided herein, no party hereto shall have authority or shall hold itself out as having authority to act for or bind any other party hereto. Except as expressly set forth herein, each party shall bear all expenses it may incur in connection with the execution, delivery and performance of this Agreement.

16. **Waiver of Breach:**

Failure of either party hereto to require the performance by the other party hereto of any obligation under this Agreement shall not affect its right subsequently to require performance of that or any other obligation. Any waiver by any party hereto of any breach of any provision of this Agreement shall not be construed as a continuing waiver of any such provision or a waiver of any succeeding breach or modification of any other right under this Agreement.

**17. Subcontractor Disclosure:**

Through contractual arrangements with subcontractors, Sedgwick provides a full range of medical management and investigative services to its clients, as well as structured settlements, claim indexing services, imaging, auto-bill adjudication, and extra-territorial claims administration services. Medical management services include, but are not limited to, bill review, network access, pharmacy benefits management, peer review, field case management, electro-medical devices, bone growth stimulators, orthotics, prosthetics, translation and interpretation, transportation, medical supplies, IV and respiratory therapy, home health, and durable medical equipment. Client recognizes and agrees that delivery of some of these services are being provided pursuant to separate agreements between subcontractors and Sedgwick. Invoices for these services will be paid as allocated loss adjustment expenses on individual claims, unless otherwise agreed between Client and Sedgwick. Notwithstanding the foregoing, Client agrees and understands that Client is obligated to make payment to the subcontractors either directly or by remitting such payment to Sedgwick, for any money due for subcontracted services which have been provided under this Agreement. Client acknowledges that Sedgwick receives a portion of charges for subcontracted services as reimbursement for cost of program management, administration, and technological and service enhancements. In no event will charges to Client exceed the amount indicated in the Agreement.

**18. Equitable Adjustment:**

This Agreement contemplates that the standards applicable to this Agreement are those in effect on the date of this Agreement, whether such standards are set forth in statutes, regulations, rules, orders, case law or otherwise. In the event of a change in a service standard, Sedgwick shall be entitled to an equitable adjustment in its compensation if such change increases Sedgwick's cost of providing the services under this Agreement or reduces its profitability.

**19. Non-Solicitation:**

Client acknowledges and agrees that Sedgwick personnel who perform the services are a valuable asset to Sedgwick and difficult to replace. Accordingly, Client agrees that, during the term of the Agreement, and for twelve months thereafter, it will not solicit, contract or hire Sedgwick personnel or encourage them to seek employment or any other contractual arrangements with Client. The Parties further agree that in the event Client breaches the provision of this Section, Client shall pay Sedgwick liquidated damages in the amount of two times the annual compensation to be paid to such person for each such breach, which is the Parties' good faith estimate of the amount of damages to Sedgwick from such breach. This Section shall survive the termination of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the dates written below.

Burbank Unified School District

By _____

Title Chief Administrative Officer

Date 7/16/25

Sedgwick Claims Management Services, Inc.

By J. Edward Peel

Title Vice President

Date July 29, 2025

## EXHIBIT A

## SERVICE PROGRAM OVERVIEW

### I. Introduction

Sedgwick is administering the workers' compensation claims for Client as follows:

**State Serviced:** California

**Sedgwick Servicing Office**: Rancho Cucamonga

### II. Account Coordination

On behalf of Client, this service program will be coordinated by:

**Client Representative**: Andrew Cantwell
**Client Name**: Burbank Unified School District
**Client Address**: 1900 W Olive, Burbank CA 91506
**Telephone #**: 818-729-4400
**Fax #**: 818-729-4483

On behalf of Sedgwick, this service program will be coordinated by:

**Sedgwick Representative**: Juan Rangel
Sedgwick Claims Management Services, Inc.
**Sedgwick Office Address**: 8855 Haven Ave, Rancho Cucamonga, CA 91730
**Telephone #**: 818-399-0076

Each party reserves the right to change its designated representative during the term of the Agreement.

## EXHIBIT B

## SERVICE FEES

Client shall pay the following fees on a life of contract basis for services provided during the term of this Agreement:

1. **Annual Flat Fee**:

| Line of Business | 07/01/2025 through 06/30/2026 |
|---|---|
| Workers' Compensation | $9,500 |

2. **Miscellaneous Charges**:

Client shall pay the following fees for services provided during the period beginning on July 1, 2025 and ending on June 30, 2026:

via One access, which includes 4 users, is provided for a fee of $0. Additional access is available for a fee of $1,645 per user per year. Sedgwick will make available, through Sedgwick's proprietary claims system, claim-related data with "web-enabled" access. Client will have "view only" access to the system for the term specified or as contemplated in Section 5(C) of this Agreement. Client will bear responsibility for its own hardware, software, connection and similar costs for accessing the electronic claims management system.

3. **Invoicing**:

All recurring fees such as claims service, program management and information technology fees are billed on actuals on a monthly basis in advance.

4. **Care Management Fee Schedule**:

All claims administration fees and services contemplate the deployment of Sedgwick's managed care services for all bill review, case management services, and ancillary network services (i.e. DME, home health, diagnostics, etc.). The rates shall increase each year over the expiring rates by the 3.0%.

| Service | Rate |
|---|---|
| **Medical bill review and other savings** | |
| State fee scheduling/usual, customary and reasonable; state reporting | $10.12 per bill |
| All other savings (PPO, OON, other savings) | 30% of savings |
| **Telephonic clinical services** | |

| Service | Rate |
|---|---|
| Telephonic case management (TCM):<br>• Telephonic nurse case manager<br>• Surgery nurse case manager | Evaluation and recommendation only: $160<br>$111 per hour |
| Behavioral health specialist (BHS) | $111 per hour [1] |
| Customized nurse services (e.g., assessment nurse) | $111 per hour [1] |
| **Utilization review (UR) and physician advisor** | |
| UR and pharmacy UR | $168 per review |
| Physician advisor/peer review | $313 per review |
| Physician review of records | $313 per hour |
| Physician advisor appeal | $372 per review |
| Complex pharmacy management | Pharmacy nurse management/pain coaching: $122 per hour<br>Physician and PharmD management (as needed): $313 per hour |
| **Field case management (FCM)** | |
| Medical FCM: Full field | $111 per hour, plus direct expenses [1][2] |
| Catastrophic/crisis care management | $175 per hour [1] |
| *FCM tasks:* | |
| – One visit clinical assessment | $764 flat fee |
| – Limited assignment task | $111 per hour [1] |
| – Specialty task services: life care plan, expert testimony, customized services | $175 per hour |

5. **MMSEA/SCHIP Medicare Reporting Fee**:

The charges set forth below are the current fees for the services listed, and these fees may change from time to time upon sixty days' prior written notice to Client:

One time $9 charge per claim for claims involving bodily injuries (WC, liability, no fault).

Sedgwick will make reasonable efforts to obtain the relevant Medicare reporting data from the Client's prior claim system during the implementation process, however, closed claims may contain Medicare reporting errors that are not in compliance with Medicare rules and regulations and may require additional Sedgwick resources to correct. Sedgwick will charge $15 per claim to correct these errors.

6. **Payment Terms**:

Client acknowledges that all fees set forth in the Agreement are due and payable within thirty (30) days of the invoice. Any and all past due fees will incur interest at the rate of 1.5% per month, unless otherwise prohibited by law. Client acknowledges that in the event Sedgwick undertakes collection proceedings for any outstanding fees, then Client will reimburse Sedgwick

for all costs associated with such collection action, including a reasonable attorney fee and court cost.

## MANAGED CARE SERVICE SCHEDULE

Client has chosen the following managed care services, as defined herein:

(1) Provider Fee Management - The bill review process reviews bills against up-to-date and accurate mandated state fee schedules or the usual and customary ("UCR") data base, whichever is appropriate, to reveal excessive, duplicate, or inappropriate charges.

(2) Preferred Provider Organization ("PPO") Networks - Sedgwick will arrange for access and channeling to national and regional PPO networks including specialty networks (Diagnostics, Physical Therapy, etc.) under the managed care program in conjunction with the Provider Fee Management service.

(3) Hospital Bill Review - Hospital or outpatient non-PPO bills will be reviewed by a nurse for possible errors or excessive charges relative to the patient's medical diagnosis at Sedgwick's or Client's request.

(4) Out of Network Bill Review – Bills from out of network health care providers will be reviewed, and if appropriate a negotiation with the billing provider will be pursued. Additionally, inpatient and outpatient procedures that are not addressed by an individual state's fee schedule or UCR will be repriced to a geographically driven and cost to charge repricing database to determine appropriate reimbursement.

(5) Specialty Usual and Customary Review – Sedgwick's vendors will apply geographic charges (fee for same procedure charged by other providers in same area) and cost to charge ratios (actual cost to provider for procedure or hospital stay v. amount charged) to determine reimbursement of medical services billed that are not addressed within the jurisdictional fee schedule or usual and customary reimbursement.

(6) Field Case Management and Crisis Care - Sedgwick will assign appropriate cases for field medical, crisis care, and vocational management services.

(7) Utilization Review, which includes the following components:

(a) Prospective Review - a review prior to treatment or admission conducted by an experienced registered nurse to validate or negotiate the necessity, setting, frequency, intensity and duration of care delivery.

(b) Concurrent Review - during the course of treatment, a review of treatment and planned procedures and establishment of target completion dates.

(c) Retrospective Utilization Review- a review post treatment conducted by an experienced registered nurse to identify inappropriate treatment utilization.

(d) Peer Review - physician-to-physician contact to resolve treatment and

diagnosis questions.

(8) Prescription Services – Pharmacy program made available to Client's employees whereby a network of pharmacies, local to Employer sites/employee residences will provide prescription medications related to the work related injury with no out of pocket expenses to the employee.

(9) Pharmacy review services include a review of all current medications prescribed to the claimant as well as a review of over the counter medication being taken by the claimant. The purpose of the review is to evaluate whether the medications prescribed to and/or taken by the claimant are appropriate for treatment of the injury or ailment which is the subject of the underlying claim being administered by Sedgwick.

(10) Telephonic Case Management - Sedgwick will assign appropriate cases for telephonic medical, vocational/return to work, or behavioral health management services.

(11) Complex file review (nurse review) - Hospital or outpatient non-PPO bills that meet specific, pre-established criteria may be reviewed by a nurse for possible errors or excessive charges relative to the patient's medical diagnosis.

## MEDICARE REPORTING SERVICES SCHEDULE

To assist the Client in fulfilling Client's Medicare beneficiary reporting obligations under Medicare, Medicaid and State Children's Health Insurance Program Extension Act of 2007 ("MMSEA") Section 111 as set forth in 42 U.S.C. §1395y(b)(7)&(8) and the CMS User Guide ("User Guide") published on March 16, 2009 (and as amended and revised), Sedgwick will perform the following reporting services:

1. Sedgwick will electronically interface with the Centers for Medicare and Medicaid Services ("CMS") to capture and report data in the format prescribed by the CMS Specifications.

2. Sedgwick will report directly to CMS on behalf of Client as an Account Designee (reporting agent), as such term is defined in the CMS User Guide as amended from time to time by CMS.

3. Client will be considered a Responsible Reporting Entity ("RRE") as that term is defined in the User Guide.
    a. Client will be responsible for maintaining a valid RRE Identification Number as described in the User Guide and is a condition precedent to Sedgwick preforming the duties under this section. Failure to maintain the RRE Identification Number will result in Sedgwick's inability to properly report claims on behalf of the Client. Sedgwick assumes no responsibility for maintaining a valid RRE Identification Number on behalf of the Client.

4. Sedgwick will assist Client as follows:
    a. Sedgwick will electronically interface with the Centers for Medicare and Medicaid Services ("CMS") to capture and report data in the format prescribed by the User Guide.
    b. Sedgwick will report directly to CMS on behalf of the Client as an Account Designee (reporting agent), and/or Account Manager as such term is defined in the User Guide.
    c. Sedgwick will prepare the required data files and submit them to CMS on a periodic basis in order to properly query and report the appropriate files as defined in the User Guide.

5. Sedgwick will be responsible for payment of any and all fines assessed to Client regarding compliance with the Medicare beneficiary reporting requirements of Medicare, Medicaid and SCHIP Extension Act of 2007 that relate to the negligent acts or omissions of Sedgwick except to the extent that:
    a. Such fines or penalties are the direct result of specific direction given by Client and/or its agent or the actions or omissions of Client and/or its agent; or
    b. Sedgwick did not receive information or received erroneous information from Client (or Client's designated agent or prior subcontractor, third party administrator, or vendor) that is essential to the performance of the duties set forth

herein in a timely manner so as to be able to comply with the terms of this Agreement.

c. Furthermore, Sedgwick will not be responsible for any fines where Sedgwick properly reported a claim to CMS but it should've been or could've been reported by an entity that handled the claim before Sedgwick.

6. Notwithstanding anything to the contrary in the Agreement, Sedgwick may from time to time utilize vendors to assist in obtaining information that is necessary to comply with its responsibilities under this section.

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Renewal Agreement with Atkinson Andelson Loya Ruud & Romo for Legal Services |

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**Background:**

The Burbank Unified School District periodically retains specialized legal counsel to provide advice, consultation, and representation in matters involving education law, labor and employment, personnel, governance, student services, business operations, facilities, litigation, and other legal matters requiring specialized expertise.

The District has historically utilized the legal services of Atkinson, Andelson, Loya, Ruud & Romo ("AALRR"), a California law firm with extensive experience representing public school districts throughout the state. The proposed Agreement establishes the terms and conditions under which AALRR will continue to provide legal services to the District for a two-year period beginning July 1, 2026.

The proposed Agreement for Special Services establishes a comprehensive framework governing the District's relationship with AALRR for legal representation and consultation services.

**Fiscal Impact:**

The total expenditures under this Agreement shall not exceed $1,700,000 for the period July 1, 2026, through June 30, 2028 paid from the General Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Renewal Agreement with Atkinson Andelson Loya Ruud & Romo for Legal Services, as presented.

# AGREEMENT FOR SPECIAL SERVICES

## I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2026, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the "Law Firm," and BURBANK UNIFIED SCHOOL DISTRICT, hereinafter referred to as "District."

## II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

## III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for two years, commencing July 1, 2026, through June 30, 2028. For the period July 1, 2026, through June 30, 2028, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

| | July 1, 2026 June 30, 2027 | July 1, 2027- June 30, 2028 |
|---|---|---|
| Senior Partners | $410.00 | $435.00 |
| Partners/Of Counsel/Senior Counsel | $390.00 | $415.00 |
| Senior Associates | $375.00 | $400.00 |
| Associates | $360.00 | $385.00 |
| Electronic Technology Litigation Specialist | $285.00 | $295.00 |
| Non-Legal Consultants | $210.00-$265.00* | $210.00-$265.00* |
| Senior Paralegals/Law Clerks | $215.00 | $225.00 |
| Paralegals/Legal Assistants | $205.00 | $215.00 |

* Direct costs for travel and lodging may be billed to the client with prior approval.

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds $2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals $2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

## IV. SPECIALIZED LEGAL SERVICES

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, law enforcement/use of force, criminal/white collar, Title IX, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

## V. RELATED POST-INVESTIGATION SERVICES

If an attorney who conducted an investigation for the District is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the District, the District agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney's then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred. The District's obligation to compensate the Law Firm for related post-investigation services shall survive the termination or expiration of this Agreement.

## VI. CONSENT TO JOINT REPRESENTATION

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the District with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the District, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the District hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and District.

## VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

## VIII. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

## IX. CONSENT TO LAW FIRM USE OF GENERATIVE AI AND CLIENT CONFIDENTIALITY

To enhance efficiency and cost-effectiveness, this Law Firm may use generative artificial intelligence ("AI") tools to assist with tasks like document review, summaries, and research. Any such use will comply with the California Rules of Professional Conduct and the State Bar Act, along with all other applicable ethical and professional responsibilities and the Law Firm's internal policies, including maintaining professional judgment; reviewing, verifying, and validating AI-assisted work; and safeguarding client confidentiality. The District may be billed for actual time spent using generative AI - such as creating and refining inputs and prompts and reviewing and editing outputs - but not for time saved by its use. By proceeding with this representation, the District consents to the Law Firm's use of generative AI, unless the District notifies the Law Firm otherwise in writing. Please note that Law Firm communications and work product are protected by privilege and must remain confidential. If the District discloses any privileged communications, work product, or confidential documents to any AI platform, the District risks waiving the attorney-client privilege, work-product protection, and/or confidentiality.

## X. IDENTIFICATION OF INSURANCE COVERAGE

With respect to insurance coverage for any matters covered by the scope of services under this Agreement, the District agrees that it is its own responsibility, rather than the Law Firm's responsibility, to identify potential insurance coverage and to tender legal matters to any appropriate insurance companies that may insure it. If the District desires that the Law Firm become involved in identifying potential insurers and/or the tender of legal disputes, then a separate written agreement between the District and the Law Firm to that effect will be required.

## XI. BINDING ARBITRATION

If any dispute arises out of, or relates to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, breach of fiduciary duty, misrepresentation, or conflict of interest, such dispute shall

be resolved by confidential and binding arbitration in Los Angeles County, California, upon the written request of one party after service of that request on the other party.

There are significant advantages and disadvantages of binding arbitration. The parties shall agree on an arbitrator with special skills and experience to hear and determine the dispute unlike in a court proceeding where a judge is assigned. If the parties cannot agree, then the Superior Court of Los Angeles County shall choose an impartial arbitrator whose decision shall be final and conclusive on all matters.

The parties shall each have the right of discovery in accordance with Code of Civil Procedure section 1283. Arbitrations conducted pursuant to this Agreement permit the same discovery rights as in a court proceeding. Each party shall bear their own costs and attorneys' fees, including payments to the arbitrator, which can be significantly more costly than the filing fee in court proceedings where costs may be awarded to the prevailing party. Each party to this Agreement waives and therefore gives up important constitutional rights in arbitration as the arbitrator's decision is final. There is no right to appeal to challenge any errors made in the arbitration proceeding. Unlike court proceedings, arbitration proceedings are conducted privately and the outcome will remain confidential. There is no right to a trial by a judge or jury of one's peers. There is no limitation on the type of monetary damage that can be awarded by the arbitrator. The District is advised that the District has the right to have an independent lawyer of the District's choice review this arbitration provision.

## XII. DURATION

This Agreement shall be effective July 1, 2026, through June 30, 2028, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

/ / /

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/ / /

## XIII. EXECUTION

The District and the Law Firm have executed this Agreement as evidenced by the signatures of their duly authorized representatives, below.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____ By: _____
SHARON J. ORMOND

"District"

BURBANK UNIFIED SCHOOL DISTRICT

Dated: _____ By: _____
Name:
Title:

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Agreement with Christy White for Office of Public School Construction (OPSC) School Facilities Performance Audit |

## Background:

Education Code Section 41024 requires local educational agencies receiving School Facilities Program (SFP) funding under the Leroy F. Greene School Facilities Act of 1998 to complete performance audits following project completion or termination. These audits are a condition of State funding compliance and are required to verify that project funds were expended in accordance with applicable statutes and program requirements.

The agreement provides for completion of the required performance audits for the following projects:

Roosevelt Elementary School – Project No. 57/64337-00-022
Washington Elementary School – Project No. 57/64337-00-021

The total cost of the agreement is $16,000, with each project audit not to exceed $8,000.

Due to the time-sensitive nature of the State's audit requirements and the need to ensure compliance with Office of Public School Construction (OPSC) deadlines, the District executed the agreement prior to Board approval to avoid any potential delay in completing the required audits.

District staff also evaluated another qualified vendor for these services. Following a review of the proposals received, Christy White, Inc. was determined to provide the best value to the District, offering substantially lower pricing while demonstrating extensive experience conducting School Facilities Program performance audits for California school districts.

## Fiscal Impact:

The agreement is for an amount not to exceed $16,000 and will be funded from Fund 40 - Capital Facilities-Special Reserve Fund (40.0-00000.0-00000-71900-5820-7400000,), utilizing School Facilities Program project funds associated with the Roosevelt Elementary and Washington Elementary modernization projects.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Agreement with Christy White for Office of Public School Construction (OPSC) School Facilities Performance Audit, as presented.

July 21, 2026

Governing Board and Management
Burbank Unified School District
1900 West Olive Ave
Burbank, CA 91506-2438

We are pleased to confirm our understanding of the services we are to provide Burbank Unified School District. We will conduct performance audits of Project # 57/64337-00-022 (Roosevelt Elementary), and Project #57/64337-00-021 (Washington Elementary), within one year of project completion or termination.

**Audit Objectives**
The objective of our audit is the expression of opinions as to whether the District complied with the compliance requirements related to the projects outlined in the preceding paragraph. The objectives of our audit are to ensure compliance with Education Code Section 41024 for an LEA agency that receives any funds (commencing April 1, 2017) pursuant to the Leroy F. Greene School Facilities Act of 1998 (Chapter 12.5 (commencing with Section 17070.10) of Part 10 of Division 1 of Title 1 of the Education Code).

Our audit will be conducted in accordance with the standards for performance audits set forth in *Government Auditing Standards* issued by the Comptroller General of the United States and will include tests of the accounting records of Burbank Unified School District and other procedures we consider necessary to enable us to express such opinions. If our opinions are other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

**Audit Administration, Fees, and Other**
The audit documentation for this engagement is the property of Christy White, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Controller's Office or its designee or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc. personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

348 Olive Street
San Diego, CA
92103

O: 619-270-8222
F: 619-260-9085
**christywhite.com**

We expect to begin our audit as soon as possible and issue our report within one year of project completion or termination. The maximum annual fee for auditing services under the terms of this agreement is outlined below:

| Project | Application Number | Audit Fees* |
|---|---|---|
| Roosevelt Elementary | 57/64337-00-022 | $ 8,000 |
| Washington Elementary | 57/64337-00-021 | $ 8,000 |
| | **Total Audit Fees** | $ 16,000 |

**if a School Facilities Program Use of Savings Performance Audit is needed an additional $3,000 will be added to the fee.*

The fee for the auditing services listed shall not exceed the above amount, with the exception that any auditing services provided for significant changes in District audit requirements as stated in *Government Auditing Standards* or changes in applicable laws and regulations.

Our invoices for these fees will be rendered upon completion of the draft report and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out of pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**No Legal Services**
Burbank Unified School District acknowledges and agrees that Christy White, Inc does not provide legal services or licensed accounting services, and such licensed professional services are not included within the services which Christy White, Inc may provide under this Agreement. Burbank Unified School District agrees to consult a lawyer and/or licensed accountant if Burbank Unified School District seeks legal or accounting advice, and shall not rely on Christy White, Inc for such advice, consultation or services.

**Indemnification**
Burbank Unified School District shall indemnify Christy White, Inc and hold harmless its directors, officers, employees, and agents from and against any and all actions, claims, damages and losses, including attorney's fees that may arise out of or in any way result from the negligent or intentional acts, errors, or omissions of Burbank Unified School District. To the extent that Burbank Unified School District properly directs Christy White, Inc, and to the extent that Christy White, Inc fails to properly perform the Services, Christy White, Inc shall indemnify and hold Burbank Unified School District and its officers and employees harmless from and shall defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part, but only to the extent that they arise from Christy White, Inc's active negligence or express breach of its obligations under this Agreement. Nothing in this Agreement shall require Christy White, Inc to indemnify Burbank Unified School District against claims, demands or suits based upon intentional or negligent acts of Burbank Unified School District, its agents, officers or employees.

**Informal Dispute Resolution and Mediation**
If any dispute arises among the parties, they agree to first try in good faith to settle the dispute within 7 business days following written notice thereof by communications between themselves. If the parties are unable to successfully resolve the dispute through such informal communications, then they shall attempt to do so within 45 days thereafter by mediation in San Diego County, California, either in person or by Zoom, under Rules for Professional Accounting and Related Services Disputes before resorting to binding arbitration. Any mediator chosen by the parties must have an accounting background unless they mutually agree in writing after the dispute has arisen to the selection of a mediator that does not have such an accounting background.

**Binding Arbitration**
The parties agree that any claim or controversy that is not resolved through the informal dispute resolution and mediation procedures described above, but which arises out of or relates to this agreement, or accountant's performance or non-performance of services including, without limitation, fees charged by accountant, professional negligence, malpractice, breach of fiduciary duty, and the like will be determined by binding arbitration before the Judicial Arbitration and Mediation Services (JAMS) office in San Diego, California, whether in person or by Zoom. The parties' consent to such jurisdiction and venue, unless they mutually select another venue in writing. Unless expressly set forth to the contrary herein, while the arbitration is pending, the parties shall share the costs of arbitration and arbitrator fees equally. Nevertheless, the arbitrator shall be empowered to reallocate such costs and fees to one side or the other as part of his or her final award. The arbitration will also utilize the then-prevailing comprehensive arbitration rules of JAMS, except that discovery may be taken in that arbitration pursuant to the California Code of Civil Procedure.

The arbitrator to be chosen by the parties shall have an accounting background unless they mutually agree in writing to the selection of an arbitrator that does not have an accounting background. If the parties are unable to agree on the selection of an arbitrator within 14 days after the commencement of the arbitration, then the arbitrator shall be chosen in accordance with the JAMS' rules for arbitrator selection. JAMS shall use its best efforts to include one or more arbitration candidates for the parties to choose from that have an accounting background.

Judgment may be entered upon the arbitrator's award by the San Diego Superior Court. Should Burbank Unified School District refuse or neglect to appear or participate in the binding arbitration proceeding or pay for its share of the arbitration fees and costs, the arbitrator is empowered to decide the claim or controversy in accordance with the evidence presented.

Burbank Unified School District should realize that by accepting arbitration, IT WILL WAIVE ITS RIGHT TO A JURY TRIAL AND THE RIGHT, EXCEPT UNDER LIMITED CIRCUMSTANCES, TO APPEAL THE ARBITRATOR'S DECISION.

**Independence**
Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards,* upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Burbank Unified School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



John Whitehouse, CPA
President
Christy White, Inc

RESPONSE:
This letter correctly sets forth the understanding of Burbank Unified School District.

| | | |
|---|---|---|
| *Jason Hasty* | Assistant Superintendent, Business Services | 07/22/2026 |
| Signature | Title | Date |

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Additive Change Order No.1, OPTERRA Energy Services for Solar Energy Services |

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**Background:**

The District maintains an Operations and Maintenance Agreement with OPTERRA Energy Services for its solar photovoltaic systems. During routine maintenance, OPTERRA identified nine damaged solar panels at Luther Burbank Middle School, Ralph Waldo Emerson Elementary School, and Bret Harte Elementary School.

On June 25, 2026, the Board approved the replacement work in the amount of $11,269.90. OPTERRA subsequently submitted a revised work order reflecting updated labor and material costs. The detailed scope and pricing are included in the attached proposal.

**Fiscal Impact:**

Additive Change Order No. 1 increases the previously approved amount by $891.06, from $11,269.90 to a revised total not to exceed $12,160.96. Funding will be provided through Restricted Routine Maintenance.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve Additive Change Order No. 1 with OPTERRA Energy Services for Solar Energy Services, as presented.

July 14, 2026

**David Gerharter**
Burbank Unified School District
Director of Purchasing
Office (818) 729-4533
DavidGerharter@burbankusd.org

**Project Reference:** Broken Panel Replacement Proposal

Dear Mr. Gerharter,

There are 9 broken solar panels across the sites listed below.

The following proposal contains the scope of work and expenses to replace the broken panels for the purpose of eliminating safety risks and ensuring the PV system is operating at its fullest potential. New panels will be provided by OPTERRA Energy Services, LLC.

Please note that the SolarWorld module model used in your systems is no longer in production. Because this module model has been discontinued, once the remaining inventory is depleted, identical replacements may no longer be available.

Our available inventory is limited and intended to support customers who wish to keep compatible replacement modules on hand.

If you would like to proceed, please sign the last page where indicated.

Thank you for being a valued solar customer!

*Stephanie Leonard*

Project Coordinator Senior Advisor
805-794-5447 | sleonard@opterraenergy.com

# Work Order

This Work Order ("Work Order") dated July 14, 2026 ("Work Order Effective Date") is issued pursuant to and is subject to the terms and conditions of the Operations & Maintenance Agreement ("Agreement") by and between OPTERRA Energy Services, LLC ("OPTERRA") and Burbank Unified School District ("Customer") dated August 1, 2023. The terms and conditions of the Agreement are hereby incorporated into and made a part of this Work Order for all purposes.

# Scope of Work

Provide all labor, materials and equipment needed to replace modules exhibiting burnt cells, broken glass and abnormal conditions at the 3 sites listed below. Affected panel locations have been identified and documented.

PV module replacement is dependent on the availability of the original or compatible models. For older systems, procurement may take additional time due to limited supply or discontinued models. Extended lead times should be expected in such cases.

| Site | Address | City | Array Type (CP/GM/RT) | Installed Panel Manufacturer | Installed Panel Model(s) | Damaged Panel Qty |
|---|---|---|---|---|---|---|
| Luther Burbank MS | 3700 West Jeffries Ave. | Burbank | Canopy | SolarWorld | SW 320 XL mono | 5 |
| Ralph Waldo Emerson ES | 720 East Cypress Ave. | Burbank | Canopy | SolarWorld | SW 320 XL mono | 2 |
| Bret Harte ES | 3200 West Jeffries Avenue | Burbank | Canopy | SolarWorld | SW 320 XL Mono | 2 |

Replacement solar panels to be provided by OPTERRA Energy Services, LLC.



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# Cost Estimate

| Labor | Hours/ Mileage | Hourly Rate | Total Price |
|---|---|---|---|
| Journeyman Electrician Travel & Labor | 12 | $ 145.00 | $ 1,740.00 |
| Apprentice Travel & Labor | 12 | $ 103.00 | $ 1,236.00 |
| Regional Service Manager | 4 | $ 283.00 | $ 1,132.00 |
| Project Management Advisor | 4 | $ 230.00 | $ 920.00 |
| Project Admin Labor & Certified Payroll | 2 | $ 108.00 | $ 259.20 |
| Roundtrip Mileage | 50 | $ 1.05 | $ 52.50 |
| ***Labor Subtotal*** | | | **$ 5,339.70** |
| **Recycling & Freight** | **Qty** | **Rate** | **Total Price** |
| PV Module Disposal including Shipping & Handling | 9 | $ 42.00 | $ 378.00 |
| ***Subcontracts Subtotal*** | | | **$ 378.00** |
| **Materials & Equipment Rental** | **QTY** | **Unit Cost** | **Total Price** |
| Solar Panels - (SolarWorld SW 340 XL Mono) | 9 | $ 391.00 | $ 3,519.00 |
| Solar Panel Connectors, Hardware, Ground Clips, Misc. Materials | 1 | $ 58.00 | $ 50.00 |
| Boom / Scissor Lift Rental - Delivery | 1 | $ 2,602.00 | $ 2,262.00 |
| ***Material Subtotal*** | | | **$ 5,831.00** |
| **Subtotal** | | | **$ 11,548.70** |
| | Material Sales Tax | 10.50% | $ 612.26 |
| ***Total Material Cost*** | | | **$ 6,443.26** |
| **Grand Total** | | | **$ 12,160.96** |



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## Exclusions & Legal Disclaimer:

Premium Time or Over Time, Work on Nights or Weekends, Cutting, Patching or Painting, Permitting Fees, Plan Revisions, Geotechnical Reports/inspections, PLA/PSA Agreements, Irrigation system inspection/repairs, Landscape repair/tire track removal, Landscape Maintenance, Infestations, Utility Interconnection Agreement Modification Fees.

© 2025 OPTERRA. All Rights Reserved. Company Confidential. All trademarks are the property of their respective owners.

This proposal document constitutes a non-binding indication of interest on the part of OPTERRA and is not intended to and does not create any legally binding commitment or obligation on the part of OPTERRA whatsoever. The certainty of such a legally binding commitment or obligation is subject to, among other things, the satisfactory completion by OPTERRA and Customer of the negotiation, execution, and delivery of definitive documents which collectively are required to fully implement the scope that shall contain such representations, warranties, covenants, and other terms as shall be mutually agreed upon and approved by the respective committees, boards, and management of OPTERRA. It is understood that OPTERRA, on one hand, and the Customer, on the other hand, shall not be legally bound to the other by reason of this proposal, nor shall rights, liabilities or obligations arise as a result of this submittal.

# Acceptance and Notice to Proceed

**Scope of work to be included:** Provide labor to replace broken solar panels $12,160.96*.

*Bond and Certificate of Insurance are not included. Additional costs will apply if required.

Pricing assumes State prevailing wages for on-site labor. Quote valid for 30 days.

Payment to OPTERRA Energy Services, LLC is not contingent on Customer's receipt of any insurance proceeds and will be invoiced by OPTERRA Energy Services, LLC to Customer in a lump sum upon the completion of the work under this Work Order. Customer will pay OPTERRA Energy Services, LLC the full invoiced amount within thirty (30) calendar days after its receipt of the corresponding invoice

**By signing below, Customer agrees to the terms and conditions set forth in this Work Order and authorizes OPTERRA Energy Services, LLC to proceed with the scope of work set forth herein.**

The Parties may execute this Work Order in counterparts, each counterpart constituting an original, and all counterparts, collectively, constituting only one Work Order. The signatures of each Party need not appear on the same counterpart, and in the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature will create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties hereto subscribe their names to this Work Order by their duly authorized officers as of the Work Order Effective Date.

| **CUSTOMER:** | **OPTERRA:** |
|---|---|
| Burbank Unified School District | OPTERRA Energy Services, LLC |
| By: _____ | By: _____ |
| Name: _____ | Name: _____ |
| Title: _____ | Title: _____ |
| Date: _____ | Date: _____ |



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**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Award of Contract with TrueLine for Luther Middle School Pickleball Courts |

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**Background:**

The Burbank Unified School District and the City of Burbank jointly use the outdoor recreational facilities at Luther Burbank Middle School. On April 28, 2026, the Joint Use Committee approved the use of Joint Use Funds to add six pickleball courts and a colored, single-lane, one-eighth-mile running track at the school.

TrueLine Construction & Surfacing, Inc. submitted Proposal/Contract No. 12040, dated April 27, 2026, to surface and color the six pickleball courts, restripe the basketball game lines, and install the running track. The detailed scope and pricing are included in the attached proposal.

**Fiscal Impact:**

The contract amount is not to exceed $69,350 and will be funded through Joint Use Funds (010-81500.0-00000-85000-6170-752-3300).

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Award of Contract with TrueLine for Luther Middle School Pickleball Courts, as presented.

TrueLine
CONSTRUCTION & SURFACING
ALL GAME COURT SURFACING & WINDSCREENS

Contractors's License No. 662625 (A & C32)
DIR No. 1000006579

Trueline is a member of ASBA, CPRS, CASBO & USTA

Date: 4/27/2026

# PROPOSAL / CONTRACT NO.

12040

**For: Project Name / Location**

Luther Burbank Middle School
3700 Jeffries Ave
Burbank, CA 91505

*Janet Bangs, Vice President*
*trueline40@outlook.com*

Trueline is an approved applicator of Plexipave, Sportmaster, Guardian Crack Repair System and Armor Crack Repair System

| CONTRACTOR AND OWNER AGREE AS FOLLOWS: | QTY | RATE | TOTAL |
|---|---|---|---|
| Surface Six (6) Pickleball Courts on existing Asphalt playground - Pickleball Courts are to be placed on top of existing basketball court game lines, and are to be fully colored | | | |
| Surface New Pickleball Court(s) Power Wash Pickleball Court (owner to provide water to contractor at no charge)<br>Patch cracks and spalls.<br>We cannot guarantee against the occurrence of any new spalls or pop outs.<br>Grind displaced areas on cracks so both sides are fairly level.<br>*Note* Cracks in Concrete and Asphalt will Return. A crack can be repaired, but it might come back. Structural cracks or hairline cracks will always come back and most of the time immediately. These can be repaired temporarily, but will ultimately come back. Cracks are formed due to the movement of the slab, expanding and contracting if there is a weak point in the slab itself. Even when the correct method of repair is done, the crack could re-appear the next day or never, as every court reacts differently in the movement of the slab itself.<br>Apply Sportmaster black resurfacer coat, 100% latex acrylic, mixed with #60 silica to smooth out surface and provide a superior base for color coating<br>Apply two coats of Sportmaster color System, (two tone included) 100% latex acrylic, mixed with #90 silica sand for a medium speed of play<br>Stripe Play Lines, Sharp and Accurate to ASBA specs<br>Lines to be white Latex Acrylic line paint, unless otherwise specified.<br>Squeegee marks, lines or swirls are always visible in the application process, but will fade over time. Please be aware that your quote includes a total of two (2) color choice(s), not including the Bright Red or Tournament Purple. These are Premium Colors and would require an additional fee. | 6 | 7,440.00 | 44,640.00 |
| Each court will have a five (5) foot border on all sides - Each court will be 1,620 sq ft including the border area, for a total of 9,720 sq ft - Colors will be Grey Border, Forest Green Playing Area, Yellow Kitchen | | | |
| Stripe Play Lines, Sharp and Accurate to ASBA Specifications. Stripe per Specifications for Basketball. Basketball game lines are aligned to the backboard placement and hoop. It is recommended that the color should contrast the existing court colors. Lines to be Latex Acrylic Textured Line Paint unless Otherwise Specified. | 1 | 1,280.00 | 1,280.00 |

The provisions set forth upon the second and third pages hereof and any other attached pages hereto are hereby incorporated in and made a part of this CONTRACT. I have been notified that I have the right to cancel within 3 days of signing this contract. IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT the day and year set forth below.

**Total**

Date _____ Signature _____

*Office: 12397 Doherty Street, Riverside, CA 92503*
*Mailing: PO Box 70269, Riverside, CA 92513-0269*
*(951) 817-0777 www.gotrueline.com*

TrueLine
CONSTRUCTION & SURFACING
ALL GAME COURT SURFACING & WINDSCREENS

Contractors's License No. 662625 (A & C32)
DIR No. 1000006579

Trueline is a member of ASBA, CPRS, CASBO & USTA

Date: 4/27/2026

# PROPOSAL / CONTRACT NO.

12040

**For: Project Name / Location**

Luther Burbank Middle School
3700 Jeffries Ave
Burbank, CA 91505

*Janet Bangs, Vice President*
*trueline40@outlook.com*

Trueline is an approved applicator of Plexipave, Sportmaster, Guardian Crack Repair System and Armor Crack Repair System

| CONTRACTOR AND OWNER AGREE AS FOLLOWS: | QTY | RATE | TOTAL |
|---|---|---|---|
| Apply a 1/8 mile SINGLE lane colored running track. This will be Four (4) feet wide, with 2 inch white lines on each side. This is 660ft long and 4ft wide, so 2,640 sq ft all in. | | | |
| Resurface Track.Power wash basketball court(s) (owner to provide water to contractor at no charge)<br>Patch cracks and spalls<br>Grind displaced areas on cracks so both sides are fairly level. We cannot guarantee against the occurrence of any new spalls or pop outs. *Note* Cracks in Concrete and Asphalt will Return. A crack can be repaired, but it might come back. Structural cracks or hairline cracks will always come back and most of the time immediately. These can be repaired temporarily, but will ultimately come back. Cracks are formed due to the movement of the slab, expanding and contracting if there is a weak point in the slab itself. Even when the correct method of repair is done, the crack could re-appear the next day or never, as every court reacts differently in the movement of the slab itself.<br>Apply primer to bare areas<br>Apply Sportmaster black acrylic resurfacer coat, 100% latex acrylic, mixed with #60 silica to smooth out surface and provide a superior base for color<br>Apply two coats of Sportmaster color, (two tone included. Additional fee for a third color) 100% latex acrylic, mixed with #90 silica sand for a medium speed of play<br>Stripe to specifications<br>Lines to be white latex acrylic line paint unless otherwise specified. Basketball game lines are aligned to the backboard placement and hoop.<br>Squeegee marks, lines or swirls are always visible in the application process, but will fade over time. Please be aware that your quote includes a total of two (2) color choice(s), not including the Bright Red or Tournament Purple. These are Premium Colors and would require an additional fee. **Does not included logo unless otherwise noted** | 1 | 23,430.00 | 23,430.00 |

The provisions set forth upon the second and third pages hereof and any other attached pages hereto are hereby incorporated in and made a part of this CONTRACT. I have been notified that I have the right to cancel within 3 days of signing this contract. IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT the day and year set forth below.

**Total** $69,350.00

Date _____ Signature _____

*Office: 12397 Doherty Street, Riverside, CA 92503*
*Mailing: PO Box 70269, Riverside, CA 92513-0269*
*(951) 817-0777 www.gotrueline.com*

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Award of Contract with Parkwood Landscape Maintenance, Inc. for Tennis Court Power Washing Services |

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**Background:**

Pursuant to the Joint Use Agreement between the Burbank Unified School District and the City of Burbank, both entities utilize the tennis courts at John Burroughs High School and Burbank High School.

On April 28, 2026, the Joint Use Committee approved the use of Joint Use Funds for quarterly power washing services at both sites. Parkwood Landscape Maintenance, Inc. submitted Proposal No. 4983 to provide four services annually for the eight tennis courts at John Burroughs High School and six tennis courts at Burbank High School.

**Fiscal Impact:**

The annual cost shall not exceed $24,320, based on four quarterly services at $6,080 per service, funded through Joint Use Funds.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Award of Contract with Parkwood Landscape Maintenance, Inc. for Tennis Court Power Washing Services, as presented.

Parkwood
Landscape Maintenance
16443 Hart Street
Van Nuys, California 91406
License #685864

**Proposal #4983**

**Date: 3/12/2026**

**PO #**

| Customer: | Property: |
|---|---|
| Diego Cevallos<br>City of Burbank: Citywide<br>124 S. LakeSt.<br>Burbank, CA 91510 | City of Burbank: Citywide<br>124 S. LakeSt.<br>Burbank, CA 91510 |

## John Burroughs & Burbank High School: Power Washing Service

Parkwood Landscape Maintenance, Inc., is pleased to submit for your consideration our proposal for the following work. All labor, equipment, and materials will be provided.

Quarterly power washing service:

- John Burroughs High School: Tennis Courts (8) $3,040.00
- Burbank High School: Tennis Courts (6) Second Story $3,040.00

Quarterly service will be provided four (4) times per year.

**Total Cost per Quarter: $6,080.00**

## Terms & Conditions

An authorized signature will convert this proposal to a contract agreement. Please keep the original for your own records and return a copy to our office.

Should you have any questions, please contact OSCAR CRUZ PINEDA, 818-317-0883.

**By** _____

**OSCAR CRUZ PINEDA**

**Date** 3/12/2026

**Parkwood Landscape Maintenance, Inc.**

**By** _____

**Date** _____

**City of Burbank: Citywide**

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Award of Contract with RPW Services Inc. for Vector Control |

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**Background:**

Gopher activity at Luther Burbank Middle School, Providencia Elementary School, and Robert Louis Stevenson Elementary School has created divots and uneven areas on the fields, affecting their safe use by students and the community.

RPW Services Inc. submitted a proposal dated June 23, 2026, to provide an initial four-week gopher clean-out program followed by twice-monthly maintenance services at each site. The detailed scope, service frequency, and pricing are included in the attached proposal.

**Fiscal Impact:**

The contract amount shall not exceed $13,100, funded through Deferred Maintenance. This amount consists of $2,540 for the initial clean-out programs and $10,560 for 11 months of maintenance services at $960 per month.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Award of Contract with RPW Services Inc. for Vector Control, as presented.

**Customer Information:**

Burbank Unified School District
501 S Shelton, Burbank 91506
Attn: John Uribe
JohnMuribe@burbankusd.org

## RODENT CONTROL TREATMENT PROPOSAL

*06/23/2026*

RPW Services Inc. will provide gopher control to the following school sites for Burbank USD.

We first begin treatment with our Clean Out Program - an aggressive treatment plan focused on reducing pest populations and further pest damage. Dependent on the type of rodent, we utilize differing materials and equipment best suited to minimize populations from growing out of hand. The Clean Out Program consists of weekly visits over a 4 or 8 week period depending on activity levels.

After our Clean Out Program is complete, we continue controlling the site's activity with our Maintenance Program to maintain low populations. Reinfestation is always a possibility, and monitoring for new activity is important to catch early signs of growing populations. Your Maintenance Program is based on site location and activity levels.

**Clean Out Programs:**

| ***Location Name*** | ***Service Type & Frequency*** | ***Cost per Month*** |
|---|---|---|
| Luther Burbank Middle School<br>3700 W. Jeffries Ave., Burbank 91505 | Gopher Control – 4 weekly visits | $215.00 per visit<br><br>Program Total: $860.00 |
| Providencia Elementary School<br>1919 N. Ontario St., Burbank 91505 | Gopher Control – 4 weekly visits | $235.00 per visit<br><br>Program Total: $940.00 |
| Robert Louis Stevenson Elementary<br>3333 Oak St., Burbank 91505 | Gopher Control – 4 weekly visits | $185.00 per visit<br><br>Program Total: $740.00 |

*After the Clean Out Programs are completed, we can continue servicing sites with our Maintenance Programs*

**Maintenance Programs:**

| ***Location Name*** | ***Service Type & Frequency*** | ***Cost per Month*** |
|---|---|---|
| Luther Burbank Middle School<br>3700 W. Jeffries Ave., Burbank 91505 | Gopher Control – 2x/month | $155.00 per visit<br>**$310.00 per month** |
| Providencia Elementary School<br>1919 N. Ontario St., Burbank 91505 | Gopher Control – 2x/month | $185.00 per visit<br>**$370.00 per month** |
| Robert Louis Stevenson Elementary<br>3333 Oak St., Burbank 91505 | Gopher Control – 2x/month | $140.00 per visit<br>**$280.00 per month** |

*Total Monthly Cost: $960.00*

If you have any questions, please let us know. Thank you the opportunity to provide services for another year!

**RPW Services, Inc.**
Office: 714-870-6352

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Professional Services Agreement with Fire Service Corp for Fire Equipment Inspection Services |

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**Background:**

The District requires annual inspection and testing of its fire alarm systems to support compliance with applicable fire and life-safety requirements.

Fire Service Corp. submitted a proposal dated June 30, 2026, to perform annual fire alarm inspection and testing at District elementary, middle, and high schools and miscellaneous office locations. Services include testing fire alarm panels, pull stations, batteries, smoke detectors, and related components. Automatic sprinkler and fire-suppression systems are excluded from the proposal.

**Fiscal Impact:**

The agreement amount shall not exceed $39,300. The funding source must be confirmed before finalizing the BAI.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Professional Services Agreement with Fire Service Corp. for Fire Alarm Inspection and Testing Services, as presented.

# *FIRE SERVICE CORP.* PATRIOT FP

***SERVING ALL OF CALIFORNIA | FIRE PROTECTION SERVICES***

**P. O. BOX 25671**
**ANAHEIM, CA 92825**
**800-767-3473 EXT 501 LICENSE# 952180 C-10,16,36, E#2509**

FIRE SERVICE CORPORATION
SERVING ALL OF CALIFORNIA

*"Your Safety Is Our Business"*

| SERVICE ADDRESS: | CONTACT: |
|---|---|
| Burbank Unified School District | PHONE: 818-634-1805<br>E-MAIL:jonpetrie@burbankusd.org |
| **BILL TO ADDRESS:** | **CONTACT: ACCTS PAYABLE** |
| | PHONE:<br>E-MAIL:<br>FAX: |

**ATTN: John Petrie**

**DATE: 6/30/26**

| SUBMITTED BY: |
|---|
| **Rich Murrietta #70** |

| JOB DESCRIPTION | | QUANTITY | UNIT COST | TOTAL |
|---|---|---|---|---|
| **Scope of work** | | | | |
| **Annual service of fire alarm testing:** | | | | |
| **Annual Inspection and testing** | | | | |
| **Elementary Schools** | **($1500 per school)** | **11** | | **$16,500.00** |
| **Middle School** | **($2100 per school)** | **3** | | **$6,300.00** |
| **High Schools** | **($2500 per school)** | **3** | | **$7,500.00** |
| **Misc Offices** | **($1500 per school)** | **6** | | **$9,000.00** |
| **Scope of work includes :** | | | | |
| **Testing of fire alarm panel,pull stations,batteries,smoke detectors in all buildings and class rooms.** | | | | |
| **Bid does not include auitomatic sprinkler systems or fire suppression systems** | | | | |

| | | |
|---|---|---|
| **NON TAX** | **$39,300.00** |
| **TAXABLE** | |
| **TAX(7.75%)** | |
| **TOTAL** | **$39,300.00** |

*Exclusions: Equipment rental (if needed); plans and permits; painting and patching. Repair of damage to walls, ceilings, carpeting, fixtures, furniture, equipment etc. due to buyers neglect to properly protecting these items may be within the work area. Fire Watch or temporary water Ceiling removal or replacement. Masking, painting or cleaning of pipe. Any modification to fire sprinkler piping (i.e. raise or lower fire sprinkler piping) this will bear an additional cost.*

*Fire Service Corp. is not responsible for the integrity of the existing fire sprinkler system. If during or after the above repairs are completed, the system develops additional defects due to corroded or rusting piping, corroded or rusted fittings, PVC piping replacement due to breakage while replacing heads, etc. this will bear an additional cost and will be quoted on a separate proposal. If defects are repaired by another company there will be an additional charge for the re-inspections of the system(s).*

**Any Questions Or Concerns, Please Contact: Rich Murrietta 714-609-3652**

**Sign Below And Return Via Email to: rich@murriettafire.com**

AUTHORIZED SIGNATURE:_____ DATE:_____

PRINT NAME AND TITLE:_____ PO NUMBER:_____

**Proposal Must Be Signed Within 30 Days And Will Remain Valid For 12 Months.**
**The Above Proposed Prices And Services Are Satisfactory And Hereby Accepted.**
**FSC Is Hereby Authorized To Complete All Work Herein.**

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with Genesis, Inc. for District Office Flooring |

---

**Background:**

The existing flooring in portions of the District Office has reached the end of its useful life and requires replacement.

Genesis, Inc. submitted a proposal under CMAS Contract No. 4-25-05-1052 to remove and dispose of the existing flooring, prepare the subfloor, and install new carpet tile and wall base in designated District Office areas. The detailed scope, pricing, exclusions, and terms are included in the attached proposal.

**Fiscal Impact:**

The agreement amount shall not exceed $145,382.29, including payment and performance bonds, funded through the Deferred Maintenance Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with Genesis, Inc. for District Office Flooring, as presented.

# D.O. - Main Entrance, Budget & Accounting Dept, HR Dept, Rms. 207A & 300 Proposal

## Genesis CMAS Contract # 4-25-05-1052 - Exp. 03/13/2030

**Genesis, Inc.**
7633 Bequette Ave
Pico Rivera, CA 90660
Contractor Lic. #883027
DIR #1000004026
www.genesisfloor.net

2026

Genesis, Inc.
7633 Bequette Ave
Pico Rivera, CA 90660
Tel: (562) 345-5007
Contractor Lic. #883027
DIR #1000004026
Genesis CMAS Contract # 4-25-05-1052 - Exp. 03/13/2030

# Proposal

**Customer:** Valezka Emes
**Company:** Burbank USD
**Address:** 1900 W. Olive Ave.
Burbank, CA 91506
**Telephone:** (818) 729-5500

**Date:** July 2, 2026
**Project:** D.O. - Main Entrance, Budget & Accounting Dept, HR Dept, Rms. 207A & 300
**Location:** 1900 W. Olive Ave.
Burbank, CA 91506

**We herewith submit proposal for labor and materials to be supplied at the request of above party and at premises set forth above. *Labor is based on Prevailing Wages.***

**INCLUDED AREA:** Main Entrance, 1st Floor Hallway, 2nd Floor Hallway, 2nd Floor Foyer, 3rd Floor Hallway, 3rd Floor Foyer, Stair Case, and Landings - Open Area, Rms. 211F, 211E, 211C, 211B, &: 211A - File Rm, Hallway, HR Certified, HR Classified, 205A, 205B, 205C, HR Conference Rm - CBO Rms. 200, 200A - Rms. 207A, 300, 300C, 300A,

**SCOPE OF WORK:**

| Quantity | Unit | Description | Unit Price | Extension |
|---|---|---|---|---|
| | | Pricing Based on Genesis CMAS Contract - Exp. 03/13/2030 | | |
| | | Main Entrance, Hallways, & Stairs | | |
| 628 | sy | Demo Carpet - Direct Glue (take up & removal) - Prevailing Wage | $3.26 | $2047.28 |
| 628 | sy | Carpet Disposal - Prevailing Wage | $1.41 | $885.48 |
| 2001 | lf | Removal & Disposal Cove Base - Prevailing Wage | $0.60 | $1200.60 |
| 5670 | sf | Subfloor Prep - Skim Coat (Feather Finish) - Prevailing Wage | $1.58 | $8958.60 |
| 70 | sy | Direct Glue Down with Attached Cushion - Prevailing Wage | $9.77 | $683.90 |
| 562 | sy | Carpet Tiles Full Spread - Prevailing Wage | $9.77 | $5490.74 |
| 2001 | lf | Install (up to 4") Base - Prevailing Wage | $1.99 | $3981.99 |
| 640 | sy | Furnish Carpet Tile | $31.86 | $20390.40 |
| 79 | sf | Furnish Carpet - 6' | $6.24 | $492.96 |
| 8 | sy | Furnish Walk Off Carpet - rough idea shear | $56.30 | $450.40 |
| 15 | ea | Furnish Carpet Adhesive - Alliance | $162.00 | $2430.00 |
| 7 | ea | Furnish PermaWeld Adhesive | $139.80 | $978.60 |
| 5800 | sf | Furnish Subfloor Prep Material | $0.52 | $3016.00 |
| 53 | sf | Furnish Primer | $64.38 | $3412.14 |
| | | | | |
| | | Budget & Accounting Dept. | | |
| 464 | sy | Demo Carpet - Direct Glue (take up & removal) - Prevailing Wage | $3.26 | $1512.64 |
| 464 | sy | Carpet Disposal - Prevailing Wage | $1.41 | $654.24 |
| 715 | lf | Removal & Disposal Cove Base - Prevailing Wage | $0.60 | $429.00 |
| 4176 | sf | Subfloor Prep - Skim Coat (Feather Finish) - Prevailing Wage | $1.58 | $6598.08 |
| 464 | sy | Carpet Tiles Full Spread - Prevailing Wage | $9.77 | $4533.28 |
| 715 | lf | Install (up to 4") Base - Prevailing Wage | $1.99 | $1422.85 |
| 529 | sy | Furnish Carpet Tile - 18x18 | $31.83 | $16838.07 |
| 11 | ea | Furnish Carpet Adhesive - Alliance | $162.00 | $1782.00 |
| 800 | lf | Furnish 4" Cove Base | $1.40 | $1120.00 |
| 2 | ea | Furnish Wall Base Adhesive - 4gal | $104.70 | $209.40 |
| | | | | |
| | | HR Dept. | | |

| Quantity | Unit | Description | Unit Price | Extension |
|---|---|---|---|---|
| 302 | sy | Demo Carpet - Direct Glue (take up & removal) - Prevailing Wage | $3.26 | $984.52 |
| 302 | sy | Carpet Disposal - Prevailing Wage | $1.41 | $425.82 |
| 619 | lf | Removal & Disposal Cove Base - Prevailing Wage | $0.60 | $371.40 |
| 2718 | sf | Skim Coat - Labor Only (Standard) - Prevailing Wage | $1.58 | $4294.44 |
| 302 | sy | Carpet Tiles Full Spread - Prevailing Wage | $9.77 | $2950.54 |
| 619 | lf | Install (up to 4") Base - Prevailing Wage | $1.99 | $1231.81 |
| 344 | sy | Furnish Carpet Tile - 18x18 | $31.83 | $10949.52 |
| 7 | ea | Furnish Carpet Adhesive - Alliance | $162.00 | $1134.00 |
| 700 | lf | Furnish 4" Cove Base | $1.40 | $980.00 |
| 1 | ea | Furnish Wall Base Adhesive - 4gal | $104.70 | $104.70 |
| | | | | |
| | | Rms. 207A, 300, & CBO | | |
| 294 | sy | Demo Carpet - Direct Glue (take up & removal) - Prevailing Wage | $3.26 | $958.44 |
| 294 | sy | Carpet Disposal - Prevailing Wage | $1.41 | $414.54 |
| 603 | lf | Removal & Disposal Cove Base - Prevailing Wage | $0.60 | $361.80 |
| 2646 | sf | Skim Coat - Labor Only (Standard) - Prevailing Wage | $1.58 | $4180.68 |
| 294 | sy | Carpet Tiles Full Spread - Prevailing Wage | $9.77 | $2872.38 |
| 603 | lf | Install (up to 4") Base - Prevailing Wage | $1.99 | $1199.97 |
| 332 | sy | Furnish Carpet Tile - 18x18 | $31.83 | $10567.56 |
| 7 | ea | Furnish Carpet Adhesive - Alliance | $162.00 | $1134.00 |
| 700 | lf | Furnish 4" Cove Base | $1.40 | $980.00 |
| 1 | ea | Furnish Wall Base Adhesive - 4gal | $104.70 | $104.70 |

**EXCLUSIONS:**

1. Furniture and equipment moving, borders and inlays, wax at hard surface, non-standard working hours, moisture treatment, and asbestos removal.

| | |
|---|---|
| **Subtotal** | **$135719.47** |
| Taxable Subtotal | $77074.45 |
| Sales Tax Rate | 10.50% |
| Sales Tax | $8092.82 |
| **Total Price** | **$143812.29** |
| Payment & Performance Bond (Not Included in Total) | $1570.00 |
| **Total Price Including Payment & Performance Bond** | **$145382.29** |

**NOTES:**

1. Freight charges are included in price unless specifically noted above.
2. Terms are net 30 days. Deposit or progress payment may required for materials.
3. The prices listed on this proposal are valid for a period of 30 days.
4. If this proposal is accepted, please submit a signed purchase order.
5. All required Certified Payroll Reporting documents are available upon request.
6. All prices presented within this proposal fall within the state guidelines as prescribed.
7. Genesis, Inc. is a recognized supplier of Genesis, Inc. under the California Multiple Award Schedule (CMAS).
8. Payment or performance bonds are not included in price unless specifically noted above.
9. Unless itemized on this proposal, Genesis, Inc. is not responsible for moisture testing or treatment of concrete vapor emissions and alkalinity.
10. Genesis, Inc. is not responsible for substrate failures (such as alkalinity and moisture) after the flooring installation is complete.
11. If existing flooring is to be removed, our price would include standard prep (scraping excess material, skim coat uneven areas, and primer if needed). Any floor patch required from removal of existing floor is not included in price. Our price does not include removal of asbestos tiles below existing carpet.

**Submitted By:** *Melanie Medina* **Tel:** 5628469524

**Accepted By:** _____ **Date:** _____

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Agreement with Genesis, Inc. for JBHS Music Room Flooring |

---

**Background:**

The existing flooring in the John Burroughs High School Music Room, Music Office, and Storage Rooms 1, 2, and 3 has reached the end of its useful life and requires replacement.

Genesis, Inc. submitted a proposal under CMAS Contract No. 4-25-05-1052 for removal of the existing carpet, subfloor preparation, and installation of new carpet and wall base. The proposal was accepted on July 17, 2026, prior to Board approval to maintain the project schedule. The detailed scope, pricing, exclusions, and terms are included in the attached proposal.

**Fiscal Impact:**

The agreement amount shall not exceed $31,513.70, including the payment and performance bond, funded through the Deferred Maintenance Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Agreement with Genesis, Inc. for JBHS Music Room Flooring, as presented.

# John Burroughs HS - Music Rm Proposal

## Genesis CMAS Contract # 4-25-05-1052 - Exp. 03/13/2030

**Genesis, Inc.**
7633 Bequette Ave
Pico Rivera, CA 90660
Contractor Lic. #883027
DIR #1000004026
www.genesisfloor.net

2026

Genesis, Inc.
7633 Bequette Ave
Pico Rivera, CA 90660
Tel: (562) 345-5007
Contractor Lic. #883027
DIR #1000004026
Genesis CMAS Contract # 4-25-05-1052 - Exp. 03/13/2030

# Proposal

**Customer:** Valezka Emes
**Company:** Burbank USD
**Address:** 1900 W. Olive Ave.
Burbank, CA 91506
**Telephone:** (818) 729-5500

**Date:** July 17, 2026
**Project:** John Burroughs HS - Music Rm
**Location:** 1920 Clark Ave.
Burbank, CA 91506

**We herewith submit proposal for labor and materials to be supplied at the request of above party and at premises set forth above. *Labor is based on Prevailing Wages.***

**INCLUDED AREA:** Music Rm, Storage 1, 2, & 3, & Music Office

**SCOPE OF WORK:**

| Quantity | Unit | Description | Unit Price | Extension |
|---|---|---|---|---|
| | | Pricing Based on Genesis CMAS Contract - Exp. 03/13/2030 | $0.00 | $0.00 |
| 322 | sy | Demo Carpet - Direct Glue (take up & removal) - Prevailing Wage | $3.26 | $1049.72 |
| 2898 | sf | Floor Prep (skimcoat) - Prevailing Wage | $1.58 | $4578.84 |
| 322 | sy | Direct Glue Down with Attached Cushion - Prevailing Wage | $9.77 | $3145.94 |
| 2898 | sf | Install Primer - Prevailing Wage | $1.29 | $3738.42 |
| 344 | lf | Install (up to 4") Base - Prevailing Wage | $1.99 | $684.56 |
| 368 | sy | Furnish Carpet EliteFlex Cushion | $31.83 | $11713.44 |
| 8 | ea | Furnish Carpet Adhesive - Alliance | $162.00 | $1296.00 |
| 3 | ea | Furnish PermaWeld Adhesive - | $139.80 | $419.40 |
| 400 | lf | Furnish 4" Cove Base | $1.40 | $560.00 |
| 1 | ea | Furnish Wall Base Adhesive - 4gal | $104.70 | $104.70 |
| 10 | ea | Furnish Primer | $64.30 | $643.00 |
| 2900 | sf | Furnish Subfloor Prep Material | $0.52 | $1508.00 |

**EXCLUSIONS:**

1. Furniture and equipment moving, borders and inlays, wax at hard surface, non-standard working hours, moisture treatment, and asbestos removal.

| | |
|---|---|
| **Subtotal** | **$29442.02** |
| Taxable Subtotal | $16244.54 |
| Sales Tax Rate | 10.50% |
| Sales Tax | $1705.68 |
| **Total Price** | **$31147.70** |
| Payment & Performance Bond (Not Included in Total) | $366.00 |
| **Total Price Including Payment & Performance Bond** | **$31513.70** |

NOTES:

1. Freight charges are included in price unless specifically noted above.
2. Terms are net 30 days. Deposit or progress payment may required for materials.
3. The prices listed on this proposal are valid for a period of 30 days.
4. If this proposal is accepted, please submit a signed purchase order.
5. All required Certified Payroll Reporting documents are available upon request.
6. All prices presented within this proposal fall within the state guidelines as prescribed.
7. Genesis, Inc. is a recognized supplier of Genesis, Inc. under the California Multiple Award Schedule (CMAS).
8. Payment or performance bonds are not included in price unless specifically noted above.
9. Unless itemized on this proposal, Genesis, Inc. is not responsible for moisture testing or treatment of concrete vapor emissions and alkalinity.
10. Genesis, Inc. is not responsible for substrate failures (such as alkalinity and moisture) after the flooring installation is complete.

11. If existing flooring is to be removed, our price would include standard prep (scraping excess material, skim coat uneven areas, and primer if needed). Any floor patch required from removal of existing floor is not included in price. Our price does not include removal of asbestos tiles below existing carpet.

**Submitted By:** *Melanie Medina* **Tel:** 5628469524

**Accepted By:** David M. Gerharter **Date:** July 17, 2026

David Gerharter
Director of Purchasing

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with Stumbaugh & Associates, Inc. for Edison Elementary Restroom Partitions |

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**Background:**

The existing restroom partitions at Edison Elementary School have reached the end of their useful life and require replacement.

Stumbaugh & Associates, Inc. submitted Sales Quote No. SQ-029014, dated July 15, 2026, to furnish and install new floor-mounted, headrail-braced metal restroom partitions, including demolition, freight, installation, standard hardware, and a privacy screen. The detailed scope and pricing are included in the attached quote.

**Fiscal Impact:**

The agreement amount shall not exceed $23,487.68, funded through the Deferred Maintenance Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with Stumbaugh & Associates, Inc. for Edison Elementary Restroom Partitions, as presented.

**Stumbaugh & Associates, Inc.**
3303 N. San Fernando Blvd
Burbank, CA 91504
www.stumbaugh.com
Tel 818-240-1627

# Sales Quote

| | |
|---|---|
| Quote # | SQ-029014 |
| Date | 7/15/2026 |

Billing Address
**Burbank Unified School District**
1900 W Olive Ave
Burbank, CA
91506
Account#:BURBANKUN

Shipping Address
**Burbank Unified School District**
Will Call

Contact Keith Recchia
Phone 818-399-0139

Job Name Edison ES

| Sales Rep | Payment Terms |
|---|---|
| Isaiah Burgess | NET 30 |

| Product | Description | Quantity | Unit Price | Sub-Total |
|---|---|---|---|---|
| Accurate Metal Partition OB | 19...Accurate Metal Partition Stall<br>Floor Mounted Headrail Braced<br>1...Screen<br>Hardware: Standard<br>Color: TBD | 1 | $13,676.63 | $13,676.63 |
| LABOR | Installation, Demo and Freight | 1 | $8,375.00 | $8,375.00 |

Remarks

Note: Due to the unforeseen tariffs and price increases being imposed to us by our suppliers/manufactures, our quote is only valid for 30 Days,

| | |
|---|---|
| Sub-Total | $22,051.63 |
| Tax | $1,436.05 |
| Total | $23,487.68 |

Check out our new website - www.stumbaugh.com

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Valezka Emes, Director of Facilities |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Agreement with Stumbaugh & Associates, Inc. for District Office Restroom Partitions |

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**Background:**

The existing restroom partitions at the District Office have reached the end of their useful life and require replacement.

Stumbaugh & Associates, Inc. submitted Sales Quote No. SQ-028980, dated July 7, 2026, to furnish and install new solid-plastic restroom partitions, privacy screens, urinal screens, and chrome hardware. The quote also includes demolition, installation, and freight. The detailed scope and pricing are included in the attached quote.

**Fiscal Impact:**

The agreement amount shall not exceed $29,253.56, funded through the Deferred Maintenance Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Agreement with Stumbaugh & Associates, Inc. for District Office Restroom Partitions, as presented.

**Stumbaugh & Associates, Inc.**
3303 N. San Fernando Blvd
Burbank, CA 91504
www.stumbaugh.com
Tel 818-240-1627

# Sales Quote

| | |
|---|---|
| Quote # | SQ-028980 |
| Date | 7/7/2026 |

Billing Address
**Burbank Unified School District**
1900 W Olive Ave
Burbank, CA
91506
Account#:BURBANKUN

Shipping Address
**Burbank Unified School District**
Will Call

Contact Keith Recchia
Phone 818-399-0139

| Sales Rep | Payment Terms |
|---|---|
| Isaiah Burgess | NET 30 |

| Product | Description | Quantity | Unit Price | Sub-Total |
|---|---|---|---|---|
| MISCELLANEOUS | 10...ASI Solid Plastic Stalls. Color...Grey. Hardware...Chrome 2...ASI I Solid Plastic privacy screen. Color...Grey 3...ASI Solid PlasticI Urinal screens. Color...grey Hardware...chrome | 1 | $21,926.30 | $21,926.30 |
| LABOR | Installation, Demo and Freight | 1 | $5,025.00 | $5,025.00 |

| | |
|---|---|
| Sub-Total | $26,951.30 |
| Tax | $2,302.26 |
| Total | $29,253.56 |

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Amendment to Agreement with CCCEN for Payroll Services |

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**Background:**

On February 5, 2026, the Board of Education approved an agreement with CCCEN Group LLC for payroll consulting services in an amount not to exceed $75,000. On June 18, 2026, the Board approved an amendment increasing the agreement by $75,000, from $75,000 to a total not to exceed $150,000.

The June amendment was intended to provide additional contract authority for payroll consulting services through June 30, 2026. Following reconciliation of the remaining invoices, the total amount invoiced for services provided under the agreement was $218,625. Because the current agreement authorizes expenditures only up to $150,000, a second amendment is required before the remaining invoices can be paid.

**Fiscal Impact:**

The amendment increases the current contract authority by $68,625, from $150,000 to a total not to exceed $218,625, which represents the total amount of invoices for services provided under the agreement. Costs will be paid from the General Fund.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Amendment to the Agreement with CCCEN for Payroll Services, as presented.

# PROPOSAL TO PROVIDE SERVICES TO BUSD FOR PAYROLL CONSULTANT TO SUPPORT BURBANK SCHOOL DISTRICT

PRESENTED BY

CCCEN GROUP LLC OF CALIFORNIA

119 East Fairview Blvd, CA 90302 T: 310.431.5137 | E: cccengroup@gmail.com

January 1, 2026

# CCCEN GROUP LLC OF CALIFORNIA

## Consulting | Training | Research

119 East Fairview Blvd., Inglewood, CA 90302 T:

310.431.5137 | E:cccengroup@gmail.com

January 1, 2026

Dear Dr, Jason Hasty, Interim Assistant Superintendent, Business Services:

We are pleased to present this proposal for payroll consulting services to the Burbank Unified School District (BUSD), which is an extension of services currently being provided through Los Angeles County Office of Education (LACOE), to support Burbank School District. We believe this proposal meets your current needs to ensure continuity of operations in the Business Department and the school district at large.

This letter outlines the understanding of the terms and objectives of the consulting engagement between CCCEN Group and BUSD.

Scope of Engagement:

LACOE's Business Advisory Services and the district (BUSD) has determined that technical assistance is required to secure/provide qualified payroll expert to manage daily payroll processing and distribution for the district while undergoing an AB139 review and as needed by the district. Contractor asserts that it has the required background, training, and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Contract and Exhibit A – Proposal, attached hereto, incorporated herein, and made a part hereof. The services will be performed under the direction of District's Superintendent or designee – Dr. Jason Hasty, Interim Assistant Superintendent of Business Services.

We (CCCEN GROUP) have assigned a qualified professional per your request to perform this function as the interim Payroll Consultant and supported by our team of experts as needed.

Timeline

The services shall be effective January 1, 2026 and shall remain in effect through June 30, 2026.

Fees

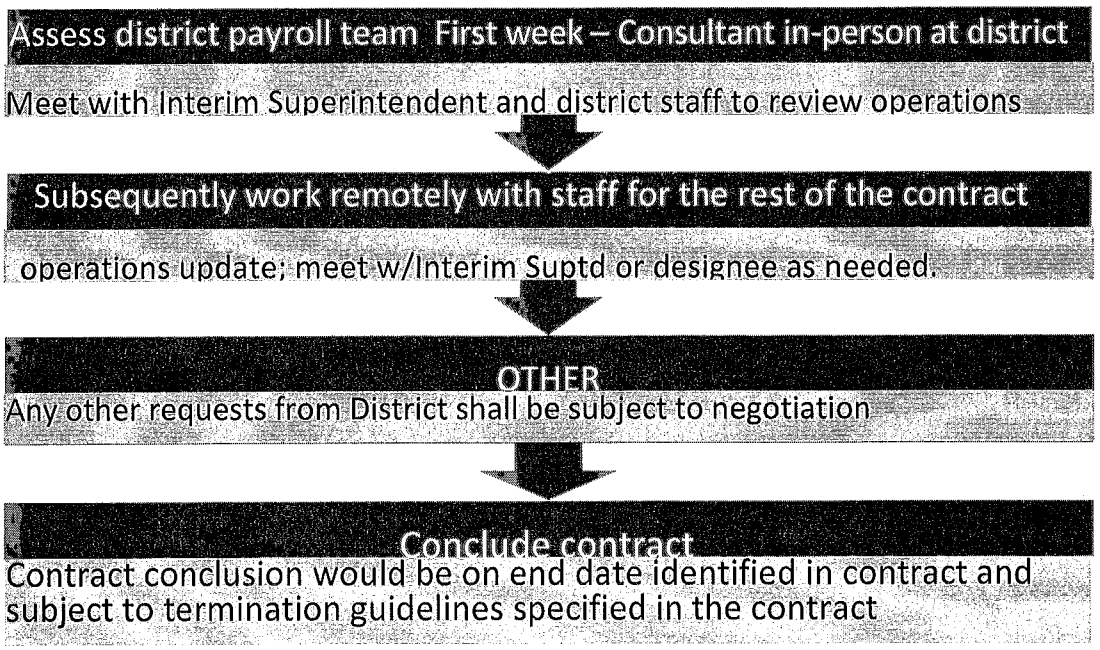
Our fees are based on the negotiated and approved rate of $250 per hour, (*rounded up to the nearest hour for every 45 minutes*). Invoices are payable net 30 days upon presentation or per contract terms. We shall invoice monthly accompanied by a timesheet, using the rate identified.

Sincerely Yours,

Kingsley Udo, MBA.

Executive Director,
CCCEN Group LLC

## 1. Scope of Work and Work Flow




BUSD has requested the services of a qualified payroll consultant that can manage the district payroll operations for the period specified in the contract. The consultant shall work with district payroll staff to ensure effective production of district payrolls within the contract specified timeline, unless otherwise extended by the district. At the request of LACOE we had a conference call with the Interim Superintendent Dr. Macias to clarify the SOW and a summary was sent (Ex**hibit "A"** below) and by reference made a part of this proposal.

## 2. Schedule, Staffing and Cost

Based on LACOE and district approved schedule, the consultant shall resume work at the district in-person for the first week of the contract period to review and understand the district payroll systems and staff. Subsequent to that, the consultant, shall work with district staff as needed to process district payroll and related operations. Contract period shall be as stipulated in the contract unless extended in writing by the district - BUSD.

We have assigned this project to our highly qualified Consultant for Special Projects, Mr. Zac Ige, with over 23 years of requisite K-12 experience both at the County office in oversight capacity and at School districts – (Payroll Coordinator, HCM expert, Senior Fiscal Director, etc.).

Hourly Rate: $250.

## 3. About CCCEN Group of California

**Our Mission**

The CCCEN mission is to provide consulting and professional support services to superintendents and districts leveraging the services of our partner retired and current business officials that we engage as needed to support district requests through training, mandated reporting (budgets, Interim, UnAudited Actuals, etc..), research, and interim leadership services, HCM Implementation support, etc.

**Our Core Values**

Our fundamental values are:

- Placing student interests first in all operations
- Assisting districts to build and protect fiscal integrity and internal controls
- Assisting districts to improve and/or strengthen business operations and program support

## 4. Staff and Qualifications: Interim Payroll Consultant

The Project Lead for this service will be Mr. Zac Ige, Consultant, Special Projects, CCCEN Group. We have assigned this project to Mr. Zac Ige, with over 23 years of requisite K-12 experience both at County Office and at School districts – (Payroll Coordinator, HCM expert, Senior Fiscal Director, etc.).

We appreciate the opportunity to be of service to you and look forward to working with you on this and other projects as needed.

Respectfully,

## 5. Signature Page

**For the Burbank Unified School District (BUSD)**

2/6/26

Name and Title OSCAR MACIAS Superintendent, Interim

Date 2/6/26

**For the CCCEN Group LLC of California (Tax ID# 68-050351)**

Kingsley Udo

Kingsley Udo, Executive Director

Date January 1, 2026

Please email approved copies to cccengroup@gmail.com

# SCOPE OF WORK CLARIFICATION - EXHIBIT "A"

Good Morning Dr. Macias,

Per your request, I am summarizing the key SOW points that we discussed yesterday and approved by you for the above referenced project.

General **SOW** Summary:

We have identified a highly qualified consultant that will be dedicated to work with your district on the above referenced project. A formal in person introduction will be made on the first start date of the project.

- I requested and you confirmed the Desk Manual and payroll SOP are updated.
- I requested and you approved OT for existing (2) payroll staff for the project success.
- We will work with your staff to process the payrolls and process payroll taxes with each payroll run. Prior reconciliation (which we'll ideally like) will be a lesser priority.
- We will process EDD reports.
- We will process Quarterly taxes.

We discussed timing of release and implications, but details left out for confidentiality.:

Concerns to address, as noncompliance could negatively impact payroll:

Some of these may currently be handled in HR/Benefits/Risk Management, etc depending on district structure and operations.

For Jan/February benefits, the responsible staff should remember to make the necessary minor adjustments that may be required as a result of applicable changes.

a) Health Benefit rate changes effective Jan 1st, who enters?

b) Who enters Voluntary Deductions?

c) Is there a dedicated Workers' Comp administrator?

d) Leave Balances (sick/vac).

Are you using a third party electronic system to track and monitor this, If automated, it's easy to upload with each payroll but if manually tracked/calculated (Excel tracking) for determination/upload, then there may be a month delay (over 2100 FTE to reconcile) since our priority in the first month will be payroll. This might turn out not to be an issue if there is a good system in place but we want to highlight it as a possible concern.

e) Overtime/Extra duty may need to be paid later again depending on the structure we find on ground and because December is a short month.

f) W2 and payroll Error reports have been sent by the County to the district, remediation should already be in progress. However, if these are not being done timely, it could impact W2 reporting this year and may require adjustments.

Where applicable we'll provide training for staff as needed.

**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 1st day of January, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and **CCCEN GROUP LLC** hereinafter referred to as "Consultant."

| CCCEN GROUP LLC | Tax ID# 68-050351 | 310-431-5137 |
|---|---|---|
| Payee's Name (Person or Company) | Social Security or Federal I.D. # | Phone Number |

| Mailing Address: 119 East Fairview Blvd | CA | 90302 |
|---|---|---|
| City | State | Zip |

| Sponsoring Administrator: Dr. Jason Hasty | Interim Asst Sup. Business Svc. | |
|---|---|---|
| Print Name | Title | Location |

Date Submitted to Board:_____ Funding Source (Res): 01.0-00000.0-00000-72000-58xx-

STRS/PERS Member: Yes No **N/A**

The assignment **will** ☐ **will not** X☐ 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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 250 per hour for a total not to exceed $ 75,000, including benefits.
2. The term of the Agreement shall be the period commencing on 01/01/2026 and terminating on 06/30/2026.
    a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work (Exhibit A")following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, 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.
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 (CCCEN GROUP LLC) |
| Superintendent, Interim<br>Title | 119 East Fairview Blvd. Inglewood CA 90302<br>Address |
| 2/5/26<br>Board Approval Date | City, State ZIP |

Instructions: 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.

Revised 7/17/2025

# STATEMENT OF WORK

## Program/Project Purpose:

## Basis for Request:

LACOE's Business Advisory Services, in consultation with the District has determined that technical assistance is required to secure/provide qualified payroll services to manage payroll processing and distribution for Burbank Unified School District while undergoing an AB139 audit and the reorganization of the business services department. This helps the district to minimize and/or eliminate disruptions in district operations in the delivery of services to children, families and employees by ensuring that staff are paid timely and accurately.

## Background/Scope/Objectives:

Contractor has the required background, training, and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Contract and Exhibit A – Proposal, attached hereto, incorporated herein, and made a part hereof. The services will be performed under the direction of Superintendent or designee – Interim Assistant Superintendent of Business Services .

## Deliverables/Milestones:

CCCEN GROUP Assigned Lead Consultant – Mr. Ige, with over twenty years of district and County office experience shall ensure daily seamless operations of the payroll department, inclusive of tax liability processing and all applicable mandated reporting.

## Invoice Approver:

Superintendent designee – Dr. Jason Hasty, Interim Assistant Superintendent of Business Services .

## Timeline:

This Contract is effective January 1, 2026 and shall remain in effect through March 31, 2026.

## Payment Terms:

District shall pay Consultant an amount not to exceed Seventy-five Thousand Dollars ($75,000) for work performed hereunder. Payment shall be made in conjunction with Exhibit A. Any work performed by the Contractor in excess of this amount shall be considered as having been done at no additional cost to District unless this Contract is so amended by written amendment. Payment shall be made upon completion and acceptance of the work performed and within thirty (30) days of receipt of an approved invoice. Invoices shall be accompanied by a timesheet to the attention of the Accounts Payable Unit.

**AGREEMENT FO**
**CONTRACTED SERV**
**BETWEEN**
**BURBANK UNIFIED SCHOOL D**
**SCHOOL BUSINESS I**

1. **Parties and Date.**

This Agreement ("Agreement") is made and entered into this February 5, 2026, by and between the **BURBANK UNIFIED SCHOOL DISTRICT** ("District") **SCHOOL BUSINESS INC** ("Company") (collectively referred to as the "Parties" and each individually as "Party").

2. **Recitals.**

2.1 **Company.** Company is operated by a professional who is experienced in providing business related services.

2.2 **Project.** The District aims to enlist the services of the Company to assist with business related services, as outlined in Exhibit "A".

3. **Terms.**

3.1 **Scope of Services, Qualifications and Term**.

(a) General Scope of Services. The Company promises and agrees to furnish labor, materials, services, and customary work necessary to supply professional services, as more particularly described in Exhibit "A" attached hereto and incorporated herein by reference (collectively "Services"). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.2 **Term**. The term of this Agreement shall be from February 5, 2026 until June 30, 2026, unless earlier terminated as provided herein. The Parties may mutually agree to extend this term by written amendment. Should the Parties agree to extend the term of this Agreement, the fee for services described in **Exhibit "B"** shall remain the same.

3.3 **Responsibilities of The Company.**

(a) Control and Payment of The Company and its Subordinates. District retains the Company on an independent contractor basis and the Company is not an employee of District. Any additional personnel performing the Services under this Agreement on behalf of the Company shall at all times be under the Company's exclusive direction and control. The Company shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law including, but not limited to, the payment of prevailing wage, as applicable, and in accordance with Labor Code sections 1720 et seq. and 1770 et seq. The Company shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed under this Agreement from the website of the Division of Labor

Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. In the alternative, the District shall provide the Company with a copy of the prevailing rates of per diem wages. The Company shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

(b) Conformance to Applicable Requirements. All work prepared by the Company is subject to the approval of District and any and all applicable regulatory State agencies, and shall be the property of District.

(c) Coordination of Services. The Company agrees to work closely with District staff in the performance of Services and shall be available to District's staff, the Company and other staff at all reasonable times.

(d) Insurance. The Company shall comply with the following insurance provisions, unless one or more paragraphs are specifically waived by the District in writing.

(i) Time for Compliance. The Company shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this Section. In addition, the Company shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to District that the subcontractor has secured all insurance required under this Section.

(ii) Minimum Requirements and Limits. The Company shall, at its expense, procure and maintain insurance for the duration of this Agreement. Such insurance shall meet at least the following minimum levels of coverage:

(1) Minimum Scope of Insurance. Coverage which is appropriate to the Company's profession, or that of its consultants or subcontractors.

(2) Minimum Limits of Insurance. The Company shall maintain limits no less than: (1) *Professional Liability:* $1,000,000 per occurrence.

3.4 **Fees and Payments.**

(a) Compensation. The Company shall receive compensation, including reimbursements, for all Services rendered under this Agreement at the rates set forth in **Exhibit "B"** attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

(b) Reimbursement of Expenses. The Company may be reimbursed for expenses authorized by the District.

(c) Payment of Compensation. The Company shall submit to District an invoice or statement which indicates work completed and hours of Services rendered by the Company. District shall pay the Company within a reasonable time and in accordance with this Agreement.

3.5 **Maintenance of Accounting Records.**

(a) Records. The Company shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. The Company shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. The Company shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

(b) Data Security. The Company agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect District Data from unauthorized disclosure or acquisition by an unauthorized person.

3.6 **General Provisions.**

(a) Suspension of Services. The District may, in its sole discretion, suspend all or any part of Services provided hereunder without further cost.

(b) Termination of Agreement.

(i) Termination. The District or the Company may, by written notice to, terminate the whole or any part of this Agreement at any time and without cause. Upon termination, the Company shall be compensated only for those services which have been rendered to District, and the Company shall be entitled to no further compensation.

(ii) Effect of Termination. If this Agreement is terminated as provided in this Section, District may require the Company to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by the Company in connection with the performance of Services under this Agreement. The Company shall be required to provide such documents and other information within fifteen (15) days of the request.

(iii) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

(c) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

**COMPANY:**
SCHOOL BUSINESS INC
1968 S. Coast Hwy #5068
Laguna Beach, CA 92651
Or
mark@schoolbusinessinc.com

**DISTRICT:**
Burbank Unified School District
1900 West Olive Avenue
Burbank, CA 91506

Such notice shall be deemed made when delivered to the address set forth above. Notice shall be deemed adequate on the date actual notice occurred, regardless of the method of service.

(d) Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

(e) Ownership of Materials and Confidentiality.

(i) All materials and data, as mandated by federal, state, or local laws, rules, or regulations, that are prepared or collected by the Company under this Agreement shall be the property of the District. However, the Company will maintain ownership of formulas, macros, and the methodology used to develop workbooks, which shall remain confidential. Any utilization of the materials or data beyond the intended purposes of this Agreement shall be at the District's sole risk. The District shall indemnify the Company against any damages arising from such unauthorized use, including the release of this material to third parties.

(ii) All such materials and data shall be provided to the District, or such other agency or entity as directed by District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by District.

(f) Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, each party shall be responsible for their own attorney fees.

(g) Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

(h) Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a state or federal court located in the County of Los Angeles, State of California.

(i) Time of Essence. Time is of the essence for each and every provision of this Agreement.

(j) District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

(k) Amendments/Waiver. This Agreement may not be amended except by a writing signed by the District and the Company.

(l) Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.

(m) Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.

(n) Conflict of Interest. The Company shall disclose to District any outside activities or interests that conflict or may conflict with the interests of the District. Prompt disclosure is required if the activity or interest is related, directly or indirectly, to (1) any activity that the Company may be involved with on behalf of the District, or (2) any activity that the Company may be involved with on behalf of any other firm or agency. In addition, the Company shall comply with all provisions of the Political Reform Act and implementing regulations, as applicable, and in accordance with the District's Conflict of Interest Code. The Company shall be subject to the broadest disclosure category in the District's Conflict of Interest Code during the term of this Agreement, except to the extent specifically modified in writing by the Superintendent or designee. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

(o) Equal Opportunity Employment and Non-Discrimination. The Company and its sub-consultants represent and acknowledge that they are an equal opportunity employer and that they shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. The Company and its sub-consultants are required to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. The Company shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. The Company must make a good faith effort to contact and utilize DVBE subcontractors or sub-consultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or sub-consultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

(q) Confidentiality. The Company hereby acknowledges that certain records and information maintained by the District, or by the Company on behalf of the District, are protected by law and shall not be released to third parties without express authorization from the District. Such records include, but are not limited to, student records (i.e., any item of information relating to an identifiable student) and personnel records. In addition, all ideas, memoranda, plans, strategies, and documents shared with the Company by District in connection with the performance of this Agreement, not generally known to the public, shall be held confidential by the Company. The Company agrees that information acquired by the Company during meetings with the District's administrative team, or during closed session Board discussions are deemed confidential

and, except to the extent required by law, shall not be shared with third parties without express authorization from the District.

(r) Drug/Tobacco-Free Facilities. All District facilities are drug and tobacco-free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of District facilities.

(s) Board Approval Required. This Agreement shall not be binding nor take effect unless approved or ratified by the District Board of Education.

(t) Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

(u) Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement by their authorized officers as of the day and year first written above.

**BURBANK UNIFIED SCHOOL DISTRICT**

By: _____
Name: Oscar Macias, Ed.D.
Title: Interim Superintendent
Date: 2/6/26

**SCHOOL BUSINESS INC**

By: _____
Name: Mark Keriakous
Title: Consultant
Date: January 7, 2026

## EXHIBIT "A"
## SCOPE OF SERVICES

The scope of the work includes a variety of fiscal related tasks at the direction of the CBO and the Director of Fiscal Services on an as needed basis. Some of the tasks may include but are not limited to:

- Assistance, support with work within HRS, BEST, SACS, and other financial related systems,
- Training staff
- Assistance with federal and state financial reports
- Budget calculations and compilations
- Year-end closing
- Multi-year projections,
- Review of purchases requisitions and position control documents
- Collective bargaining scenario calculations
- Other business related projects as assigned.

These services will be executed with a strong emphasis on professionalism, accuracy, and timeliness with a goal of building internal capacity at the District. The company will remain adaptable, incorporating ongoing adjustments and feedback to ensure continuous alignment with organizational goals and standards.

## EXHIBIT "B"
## COMPENSATION FOR SERVICES

The District shall compensate School Business Inc during the term based on the actual amount of time spent on the services and invoiced at the rate of $200 per hour, rounded up in 15-minute increments, not to exceed $50,000.

If travel is required by the District the Company will be reimbursed for the actual cost or the IRS mileage rate and associated travel time.

Payment shall be due upon submission of a monthly invoice to the District.

The Company shall not be entitled to receive any additional compensation, benefits or other consideration for services under this Agreement and is solely and directly responsible for any tax related obligation arising out of the consideration received for consulting services.

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of PTSA Concession MOU for BHS and JBHS |

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**Background:**

The Burbank High School PTSA and John Burroughs High School PTSA have historically operated concessions during varsity football games as a fundraising activity that supports student programs. This Memorandum of Understanding formalizes that long-standing practice by clearly defining the responsibilities of each organization, establishing operational and risk management requirements, and documenting the District's authority over the use of its facilities.

**Fiscal Impact:**

There is no direct fiscal impact associated with approval of this Memorandum of Understanding.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the PTSA Concession MOU for BHS and JBHS, as presented.

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**BURBANK UNIFIED SCHOOL DISTRICT**

AND

**BURBANK HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION (BHS PTSA)**

AND

**JOHN BURROUGHS HIGH SCHOOL PARENT TEACHER STUDENT ASSOCIATION (JBHS PTSA)**

**IN WITNESS WHEREOF, THE PARTIES, THROUGH THEIR DULY AUTHORIZED REPRESENTATIVES, HAVE EXECUTED THIS MEMORANDUM OF UNDERSTANDING AS OF THE DATES SET FORTH BELOW.**

This agreement guides and directs the use of the Memorial Field Concessions (home and visitors) and concessions at Kemp Field during the high school football season for all home games for BHS and JBHS for the 2026 through 2028 seasons and playoffs.

**1. Historical Acknowledgment and Concession Authorization** - After a thorough and careful review of the history of football concessions at Memorial Field and the long-standing support provided and investment made by Burbank High and Burroughs High PTSAs, the District recognizes the contributions of the BHS and JBHS PTSAs and authorizes PTSA's participation in concession operations pursuant to the terms of this MOU to operate home game concessions as an integral part of their annual fund raising to support their school programs.

**2. Exclusive Concession Rights During High School Football Events** - This MOU authorizes the JBHS and BHS PTSAs to have exclusive rights to sell concessions in both the home and visitors concession stands at the District's respective stadiums and on adjacent grounds and appropriate facilities during varsity football games throughout the fall season and playoffs each year for 2026 through 2028. Additionally, the District reserves the right to modify, suspend, or revoke any exclusive concession privileges when necessary to meet operational, educational, safety, facility, legal, or District program needs. This agreement will be reviewed and may be updated or revised bi-annually no later than July. However, expiration of this current agreement will not automatically terminate PTSA access and use of the facilities for these purposes. HS football ASB/boosters will continue to be able to sell spirit apparel and non-food and beverage items.

**3. Storage Privileges and Access Credentials** - The Burbank High School PTSA and John Burroughs High School PTSA shall have the exclusive privilege, subject to the terms of this MOU and District direction, to store their appliances, equipment, and nonperishable concession inventory within the designated locking storage areas of the Memorial Field concession facilities. These locking storage areas shall be reserved exclusively for the long-term storage of PTSA-owned property and shall not be used by other organizations unless expressly authorized in writing by the District.

The BUSD Facilities Department shall determine, in its sole discretion, the number of individuals authorized to receive facility access and shall issue keys or access credentials only to the PTSA President and Vice President of Fundraising for each high school, in accordance with District policies, Facilities Department procedures, and any applicable background check requirements. Access to District facilities, storage areas, keys, access cards,

alarm codes, and other electronic credentials is a privilege, not a right, and may be suspended or revoked by the District at any time whenever necessary to protect District property, students, staff, or operations.

All authorized individuals shall comply with District key control procedures and security protocols. Keys, access cards, alarm codes, and other access credentials shall not be duplicated, transferred, shared, loaned, or assigned to any other person. Any lost, stolen, or compromised key or access credential shall be reported to the District immediately. The PTSA shall be responsible for any reasonable costs incurred by the District associated with lost keys, replacement access credentials, rekeying, security system modifications, or other corrective actions resulting from unauthorized access or security breaches.

During non-football events and seasons, the District may authorize other approved organizations to use the concession facilities and District-owned appliances on an event-by-event basis through the District's facility use process or other approved authorization. Such authorization shall not include access to the PTSA-designated locking storage areas or any PTSA-owned equipment, inventory, or supplies.

Following any non-PTSA use of the concession facilities, the District shall inspect the concession areas and District-owned equipment and return them to a clean, safe, sanitary, and usable condition before the next scheduled PTSA football concession operation. The District shall also be responsible for providing pest control services as reasonably necessary to maintain a safe and sanitary concession facility.

Upon termination or expiration of this MOU, all organizational property shall be removed within thirty (30) calendar days unless otherwise directed by the District. Property not removed within the required timeframe may be removed, relocated, or disposed of by the District at the organization's expense

**4. Homecoming Game Concession Coordination** - JBHS and BHS PTSAs will continue to be responsible for reaching agreement on the assignment of concessions location for the homecoming (BHS vs. JBHS) game.

**5. Football Booster Concession Rights for Freshman and JV Games** - Each high school’s respective Football Boosters (only) will continue to have exclusive rights to sell concessions at their home JV and Freshman Football games.

**6. Exclusive Graduation Concession Rights** - Burbank High PTSA reserves the exclusive right to sell concessions at the Burbank High graduation ceremony each year.

**7. District Authority for Non-Football Facility Use** - BUSD reserves the right to offer the Memorial Field Concessions facilities (excluding storage rooms) to other qualified groups/organizations during non-HS football events and in accordance with the BUSD Facility Use Application process.

**8. District Ownership and Control** - Notwithstanding any other provision of this Memorandum of Understanding, the Burbank Unified School District ("District") retains sole ownership, possession, management, and control of Memorial Field, all concession facilities, storage rooms, equipment, utilities, keys, access credentials, fixtures, and all other District property.

Nothing contained in this MOU shall be interpreted as granting any ownership interest, leasehold interest, exclusive franchise, property right, or vested entitlement to any organization. All privileges granted herein constitute revocable licenses that may be modified, restricted, suspended, or terminated by the District in accordance with the provisions of this MOU.

The District may cancel, postpone, relocate, or modify concession operations due to weather, emergencies, facility repairs, construction projects, public safety concerns, governmental orders, utility failures, or other circumstances beyond the District's control without liability to any participating organization.

The District reserves the right to determine facility use priorities, operational requirements, safety standards, security procedures, maintenance schedules, and all other matters necessary for the management of District facilities.

**9. Termination and Revocation of Privileges** - The District may terminate this MOU, in whole or in part, with cause, upon thirty (30) calendar days written notice to the participating organization(s). The District reserves the right to immediately suspend or revoke any rights, privileges, access, facility use, storage authorization, key issuance, or concession operations without prior notice whenever the District determines, in its sole discretion, that such action is necessary to protect the health, safety, welfare, security, operational interests, legal interests, or financial interests of the District.

Grounds for immediate suspension or termination may include, but are not limited to:

1. Violation of District policies, administrative regulations, facility use requirements, or applicable federal, state, or local laws;
2. Failure to maintain required insurance coverage or comply with risk management requirements;
3. Health, safety, sanitation, or food service violations;
4. Misuse of District facilities, equipment, keys, access cards, or storage areas;
5. Theft, fraud, financial mismanagement, or failure to cooperate with any type of investigation pertaining to these matters;
6. Conduct that disrupts District operations or creates liability exposure for the District;
7. Failure to comply with any provision of this MOU;
8. A determination by the District that continuation of the arrangement is no longer in the best interests of the District.

The Superintendent or designee shall have authority to administer, suspend, revoke, or terminate privileges granted under this MOU without further Board action when necessary to protect District interests.

**10. Responsibility for Concession Operations -** The PTSA shall be responsible for claims, damages, or liabilities arising from its own negligent acts or omissions, or those of its officers, volunteers, or agents, in connection with concession operations conducted under this MOU, to the extent permitted by law and covered by applicable insurance. Nothing in this section shall be construed to require the PTSA to indemnify the District for the District's own negligence or willful misconduct.

**11. Insurance Requirements -** As a condition of participation in this Memorandum of Understanding and the use of District concession facilities, the Burbank High School PTSA and John Burroughs High School PTSA ("PTSA") shall procure and maintain, at their sole cost and expense, insurance coverage meeting the requirements set forth below for the duration of this Agreement.

(a) **Commercial General Liability Insurance -** The PTSA shall maintain Commercial General Liability Insurance written on an occurrence basis with limits of not less than:

i. $1,000,000 each occurrence for bodily injury and property damage;
ii. $2,000,000 general aggregate;
iii. $2,000,000 products/completed operations aggregate;

Coverage shall include premises liability, contractual liability, personal injury liability, products liability, food service operations, and volunteer activities.

(b) **Additional Insured Status -** The Burbank Unified School District, its Board of Education, officers, employees, agents, volunteers, and representatives shall be named as Additional Insureds on the Commercial General Liability policy by endorsement.
(c) **Primary and Non-Contributory Coverage -** All insurance maintained by the PTSA Organizations shall be primary to and non-contributory with any insurance or self-insurance maintained by the District.
(d) **Waiver of Subrogation -** The PTSA Organizations shall obtain a waiver of subrogation in favor of the District on all applicable insurance policies.
(e) **Workers' Compensation -** To the extent required by law, any employees of the PTSA Organizations, vendors, contractors, or subcontractors performing services under this Agreement shall be covered by Workers' Compensation Insurance in accordance with California law and Employer's Liability coverage of not less than $1,000,000.
(f) **Evidence of Insurance -** Certificates of Insurance and required endorsements shall be provided to the District prior to commencement of any activities authorized under this Agreement and upon each policy renewal thereafter. Coverage shall remain in effect for the entire term of the Agreement.
(g) **Failure to Maintain Coverage -** Failure to maintain the insurance required herein shall constitute a material breach of this Agreement and shall result in the immediate suspension or termination of all concession, storage, facility access, and operational privileges granted under this MOU.
(h) **District Right to Require Additional Coverage -** The District reserves the right to require additional insurance coverage, increased limits, or revised endorsements at any time should the District determine that the nature of the activities, risk exposure, claims history, or applicable legal requirements warrant additional protection.

12. **Food Safety and Health Compliance -** All organizations operating concessions under this MOU shall comply with all applicable federal, state, county, and local laws, regulations, permits, and health requirements governing the storage, preparation, handling, sale, and distribution of food and beverages.

    All food preparation, storage, and service shall be conducted in a safe and sanitary manner. Individuals handling food shall possess any certifications required by law and shall comply with all applicable food safety regulations. During events, the PTSA Organization shall have at least one or more food handlers with a current serv-safe certificate.

    The District reserves the right to inspect concession operations and immediately suspend food service activities whenever conditions are determined by the District to present a health, safety, sanitation, or liability concern. The District shall be responsible for providing pest control services for the concession facilities, as reasonably necessary, to maintain a clean, sanitary, and safe environment and to support compliance with applicable health and food service requirements.

    Any fines, penalties, citations, corrective actions, or liabilities arising from food service operations shall be the sole responsibility of the organization conducting such operations.

13. **Financial Reporting, Net Proceeds, and Audit Rights -** The Burbank High School PTSA and John Burroughs High School PTSA shall maintain reasonable financial records related to concession operations conducted pursuant to this MOU, including records of concession revenues and expenditures, in accordance with their standard nonprofit accounting practices. Cash handling, collections, deposits, recordkeeping, and financial oversight associated with concession operations shall follow generally accepted internal control

and accounting best practices that are reasonably aligned with the District's cash handling and financial accountability procedures.

Financial records related to concession operations shall be retained for a minimum of five (5) years.

Upon reasonable written request, the District may review financial records directly related to concession operations under this MOU for the sole purpose of verifying compliance with the terms of this agreement. Requested records shall be provided within ten (10) business days of the District's request.

Failure to maintain or provide records related to concession operations as required by this section may constitute a violation of this MOU and may result in the suspension or termination of concession privileges.

14. **Annual Review and Renewal -** This MOU shall be reviewed annually by the District and participating organizations no later than July 31 of each year.

    Continuation of concession privileges beyond any football season shall be subject to annual review and any revisions, amendments, or conditions determined necessary by the District.

    The Superintendent or designee shall have authority to recommend revisions to this MOU and administer its implementation between annual reviews.

15. **Compliance with District Policies -** All organizations operating under this MOU shall comply with all applicable Board Policies, Administrative Regulations, facility use requirements, administrative directives, safety procedures, and operational requirements established by the District. Failure to comply may result in suspension or termination of privileges granted under this MOU.

16. **Assignment -** No rights or privileges granted under this MOU may be assigned, delegated, transferred, sublicensed, or otherwise conveyed to any other organization or individual without prior written approval from the District.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as of the dates set forth below.

**BURBANK UNIFIED SCHOOL DISTRICT**

**Jason Hasty, Ed.D.**, Assistant Superintendent, Business Services

Date: _____

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**BURBANK HIGH SCHOOL PTSA**

**Elizabeth Isabella**, President, BHS PTSA (2026–2027)

Date: _____

**JOHN BURROUGHS HIGH SCHOOL PTSA**

**Cindi Smith**
President, JBHS PTSA (2026–2027)

Date: _____

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Master Agreement Between Burbank Unified School District and the Burbank Arts and Education Foundation |

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**Background:**

The Burbank Arts and Education Foundation (BAEF) has served the students of Burbank Unified School District and the greater Burbank community through philanthropic support of educational programs, grants, classroom initiatives, and other student-centered opportunities. This Master Agreement formalizes the long-standing partnership between the District and BAEF while implementing the collaborative fundraising framework established through Board Policy 3290 (Gifts, Grants, and Bequests) and Administrative Regulation 3290.

The Agreement clearly defines the respective roles and responsibilities of both organizations while recognizing BAEF as an independent nonprofit organization and the District's primary districtwide philanthropic partner. It establishes a structured annual planning process that aligns Foundation fundraising efforts with District priorities, promotes equitable educational opportunities for all students, and ensures transparency and accountability in the use of charitable contributions.

**Fiscal Impact:**

There is no direct fiscal impact associated with approval of this Master Agreement.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Master Agreement between the Burbank Unified School District and the Burbank Arts and Education Foundation, as presented.

**MASTER AGREEMENT**

**BETWEEN**

**BURBANK UNIFIED SCHOOL DISTRICT**

**AND**

**BURBANK ARTS AND EDUCATION FOUNDATION**

This revision to the Master Agreement ("**Agreement**") is entered into and made effective as of **August 6, 2026** ("**Effective Date**"), by and between the **Burbank Unified School District ("District")**, a California public school district , and the **Burbank Arts and Education Foundation ("Foundation")**, a California nonprofit public benefit corporation recognized as exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code . The District and the Foundation may be referred to individually as a "**Party**" and collectively as the "**Parties**."

**RECITALS**

**WHEREAS**, the District operates a public education system serving the City of Burbank, including elementary schools, middle schools, comprehensive high schools, alternative education programs, independent study programs, and other educational services that support the diverse needs of students throughout the community;

**WHEREAS**, the Foundation was established through the merger of two organizations that had supported the District for more than forty (40) years through their mission of engage and inspire the community to invest in meeting the diverse educational needs of every Burbank Unified School District student;

**WHEREAS**, individual schools within the District have historically raised funds to supplement District resources through Associated Student Body organizations ("ASBs"), fundraising committees, parent-teacher organizations, booster clubs, and other school-connected organizations in support of local educational programs and activities;

**WHEREAS**, the Parties recognize that differences among school communities in their ability to raise supplemental funds may contribute to inequities in educational opportunities available to students throughout the District;

**WHEREAS**, on November 2, 2023, the Board of Education adopted revisions to Board Policy 3290 (Gifts, Grants, and Bequests) and Administrative Regulation 3290 establishing a centralized and collaborative fundraising framework intended to promote equitable educational opportunities while preserving the flexibility of individual school communities;

**WHEREAS**, Board Policy 3290 designates the Foundation as the District's primary districtwide fundraising organization and contemplates a formal agreement establishing the respective roles, responsibilities, and obligations of the District and the Foundation in implementing the policy;

**WHEREAS**, the Parties desire to continue and strengthen their collaborative partnership by memorializing their respective responsibilities regarding centralized fundraising, annual planning, governance, communications, reporting, and stewardship of charitable contributions in support of the District's educational mission;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

## 1. SCOPE OF AGREEMENT

**1.1 Purpose.** The purpose of this Agreement is to establish the framework governing the collaborative relationship between the District and the Foundation regarding fundraising activities conducted in support of the District's educational mission and in accordance with Board Policy 3290 and Administrative Regulation 3290.

**1.2 Applicability.** This Agreement applies solely to fundraising activities conducted by the Foundation for the purpose of supporting District educational programs, initiatives, services, equipment, facilities, and other educational priorities identified by the District.

Nothing contained in this Agreement limits BAEF’s authority to operate its grant program, set grant criteria, review applications, approve awards, or support District-related initiatives consistent with its charitable mission, governing documents, and law. Nothing contained in this Agreement shall be construed to prohibit or otherwise limit fundraising activities conducted by Associated Student Body organizations, school-connected organizations, parent-teacher organizations, booster clubs, or other organizations authorized to conduct fundraising activities in accordance with applicable District policies, administrative regulations, and California law.

**1.3 Relationship of the Parties.** The Foundation is an independent nonprofit public benefit corporation and shall remain a separate legal entity from the District. Nothing contained in this Agreement shall be construed to create an agency relationship, joint venture, partnership, employment relationship, or fiduciary relationship between the Parties beyond the collaborative relationship expressly established herein.

**1.4 Administration.** The District's Superintendent or designee shall be responsible for administering this Agreement on behalf of the District and ensuring compliance with the District’s governing policies and applicable laws.

The Foundation Board or designee shall be responsible for administering this Agreement on behalf of the Foundation and ensuring compliance with the Foundation's governing documents and applicable laws.

**1.5 Intent.** The Parties acknowledge that this Agreement is intended to promote collaboration, transparency, accountability, and equitable investment in educational opportunities throughout the District while recognizing and respecting the Foundation's independent governance responsibilities and charitable mission.

## 2. ANNUAL PROGRAM PLAN

**2.1 Purpose.** The Annual Program Plan establishes the District's educational priorities for which philanthropic support from the Foundation is requested. The Annual Program Plan is intended to align the Foundation's fundraising efforts with the District's strategic priorities while promoting equitable educational opportunities for students throughout the District.

**2.2 Development of the Proposed Annual Program Plan.** Each year, the District's Superintendent or designee shall develop a Proposed Annual Program Plan identifying educational programs, initiatives, projects, equipment, services, or other priorities for which Foundation funding is requested.

The Proposed Annual Program Plan shall include, as appropriate:

- A description of each proposed program or initiative;
- The educational purpose and anticipated student benefit;
- Estimated implementation costs, including applicable taxes, shipping, installation, maintenance, software licensing, or other associated costs;
- Anticipated implementation timeline;
- Proposed funding priorities; and
- Any other information reasonably necessary to assist the Foundation in evaluating fundraising priorities.
- School(s) or department(s) or grade levels that will be served or benefit

The District's Superintendent or designee shall provide the Proposed Annual Program Plan to the Foundation Board or designee no later than **May 1** of each year.

**2.3 District Priorities.** In developing the Proposed Annual Program Plan, the District's Superintendent or designee shall prioritize programs that:

- Support the District's Strategic Plan and Board priorities;
- Provide equitable educational opportunities throughout the District;
- Can be reasonably sustained over multiple years;
- Demonstrate measurable educational benefit to students; and
- Represent responsible stewardship of charitable contributions.

**2.4 Foundation Review.** Upon receipt of the Proposed Annual Program Plan, the Foundation Board or designee shall review the proposed priorities and evaluate the Foundation's capacity to support fundraising efforts for the identified programs.

The Foundation may provide recommendations regarding fundraising feasibility, campaign timing, donor interests, or other considerations that may assist in finalizing the Annual Program Plan.

**2.5 Annual Program Plan Approval.** The District and the Foundation shall work collaboratively to finalize the Annual Program Plan in accordance with the process established in **Appendix A**.

The final Annual Program Plan shall serve as the primary planning document guiding collaborative fundraising efforts between the Parties for the applicable fiscal year.

**2.6 Additional Funding Opportunities.** Nothing contained in this Agreement shall prohibit the Foundation from recommending or approving financial support for District programs or initiatives that are not included in the approved Annual Program Plan, provided that:

1. The purpose of the funding is consistent with the Foundation's charitable mission;
2. The proposed allocation has been approved by the Foundation Board in accordance with its governing documents; and
3. The District's Superintendent or designee has determined that the proposed gift is consistent with applicable Board Policies.

## 3. EVALUATION OF FUNDED PROGRAMS THROUGH THE ANNUAL PROGRAM PLAN

**3.1 Purpose.** The Parties recognize the importance of evaluating the effectiveness of programs and initiatives funded by the Foundation to ensure responsible stewardship of charitable contributions, promote transparency and accountability, and support continuous improvement in educational programming.

The purpose of the Annual Program Evaluation is to measure the impact of Foundation-funded programs and to provide meaningful information that assists both the District and the Foundation in future planning and fundraising efforts.

**3.2 Annual Program Evaluation.** The District's Superintendent or designee shall annually evaluate the programs and initiatives funded by the Foundation during the applicable fiscal year.

The evaluation shall assess the extent to which funded programs:

- Achieved their intended educational objectives;
- Supported District priorities and strategic initiatives;
- Benefited students, schools, or District programs;
- Were implemented in a timely and effective manner;
- Utilized donated funds consistent with their intended purpose; and
- Produced measurable outcomes, when appropriate.

**3.3 Evaluation Report.** Following completion of the applicable fiscal year, the District's Superintendent or designee shall prepare an Annual Program Evaluation Report.

The report should include, as appropriate:

- Programs funded during the fiscal year;
- Amount of Foundation funding received;
- Implementation status;
- School(s) or department(s) or grade levels that were served or benefited;
- Measurable outcomes and accomplishments;
- challenges encountered during implementation;
- Recommendations for continuation, modification, expansion, or discontinuation of funded programs; and
- Any additional information the District's Superintendent or designee determines would assist the Foundation in evaluating future fundraising priorities.

The Annual Program Evaluation Report shall be provided to the Foundation Board or designee within a reasonable time following completion of the evaluation process.

**3.4 Use of Evaluation Results.** The District's Superintendent or designee and the Foundation Board or designee shall consider the findings contained in the Annual Program Evaluation Report when developing future Annual Program Plans, establishing fundraising priorities, and evaluating opportunities for continued philanthropic investment.

Nothing contained in this Section shall obligate either Party to continue funding or implementing any program solely because it was included in a previous Annual Program Plan.

## 4. DONOR RELATIONS

**4.1 Purpose.** The Parties recognize that cultivating and maintaining strong relationships with donors, business partners, alumni, parents, community organizations, and other supporters is essential to advancing the educational mission of the District. The Foundation shall serve as the District's primary districtwide fundraising partner while collaborating closely with the District to promote responsible stewardship of donor relationships.

**4.2 Donor Information.** As soon as reasonably practicable following the commencement of each school year, the District's Superintendent or designee shallprovide the Foundation with appropriate parent, alumni, and community contact information for use solely in connection with the Foundation's fundraising activities, provided that the release of such information complies with all applicable federal and state laws governing privacy and student records, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), applicable California Education Code provisions, and District policies governing directory information.

The Foundation shall use such information exclusively for authorized fundraising purposes and shall not:

**4.2.1** Use the information for any purpose unrelated to the Foundation's charitable mission;

**4.2.2** Sell, lease, transfer, distribute, or otherwise disclose the information to any third party except as authorized by law or by the District;

**4.2.3** Use the information in any manner that violates applicable federal or state law or District policy; or

**4.2.4** Retain or use information beyond the period reasonably necessary to accomplish the authorized fundraising purpose.

**4.3 Stewardship of Donor Relationships.** The Foundation shall assume primary responsibility for cultivating and managing relationships with individuals, businesses, foundations, and organizations that contribute or may contribute philanthropic support to the District.

Nothing contained in this Agreement shall prohibit the District from communicating directly with donors or prospective donors regarding District programs, educational initiatives, capital projects, grants, partnerships, or other District business. The District's Superintendent or designee may participate in fundraising meetings or donor discussions when mutually agreed upon by the Parties.

**4.4 Collaborative Fundraising**. The District and the Foundation acknowledge that successful fundraising requires collaboration between both Parties.

Accordingly, the District's Superintendent or designee shall make reasonable efforts to make members of the Board of Education, District administrators, principals, program staff, and other appropriate representatives available to participate in donor meetings, presentations, recognition events, or other fundraising activities when such participation would reasonably assist the Foundation in advancing its fundraising efforts.

**4.5 Donor Recognition.** The Foundation shall coordinate with the District's Superintendent or designee regarding appropriate recognition of donors whose contributions support District programs or facilities.

Recognition activities shall be consistent with applicable Board Policies, Administrative Regulations, donor agreements, and District naming or recognition practices.

**4.6 Coordination of Major Gifts.** To promote consistency in donor communications and avoid duplication of fundraising efforts, the District's Superintendent or designee and the Foundation Board or designee shall communicate regarding significant fundraising campaigns, major gift opportunities, planned giving initiatives, and other philanthropic activities that may affect District priorities.

Nothing contained herein shall limit the Foundation's independent authority to conduct fundraising activities consistent with its nonprofit mission.

**4.7 Confidentiality.** Both Parties acknowledge that donor information may include confidential or proprietary information.

Each Party agrees to exercise reasonable care to protect donor information and to comply with all applicable laws regarding confidentiality, privacy, and records management.

## 5. GOVERNANCE

**5.1 Foundation Governance.** The Foundation represents and warrants that it is a nonprofit public benefit corporation duly organized and existing under the laws of the State of California and is recognized as exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

The Foundation shall maintain its corporate good standing, tax-exempt status, and all registrations required by applicable federal and state law throughout the term of this Agreement.

**5.2 Governing Documents.** The Foundation shall provide the District's Superintendent or designee with current copies of the following documents upon execution of this Agreement and thereafter whenever materially revised:

- Articles of Incorporation;
- Bylaws;
- Conflict of Interest Policy;
- Current Board of Directors roster;
- Current officers;
- Executive Director or chief administrative officer, if applicable; and
- Any other organizational documents reasonably requested by the District.

The Foundation shall notify the District's Superintendent or designee of any material changes to its governing documents within thirty (30) calendar days following approval of such changes.

**5.3 Annual Organizational Information.** No later than September 30 of each year, the Foundation shall provide the District's Superintendent or designee with updated information regarding:

- Members of the Board of Directors;
- Officers;
- Executive leadership;
- Committee chairs;
- Principal contact information; and
- Any changes affecting the Foundation's governance or legal status.

**5.5 District Representation**. The District's Superintendent or designee shall coordinate with the Foundation regarding implementation of this Agreement, development of the Annual Program Plan, evaluation of funded programs, donor relations, and other matters addressed herein.

**5.6 Strategic Collaboration.** The Foundation Board or designee shall be invited to participate in District strategic planning discussions, community engagement initiatives, and other collaborative planning activities where Foundation participation would assist in advancing District priorities.

Likewise, the District's Superintendent or designee may attend Foundation Board meetings or committee meetings when invited for the purpose of discussing District priorities, fundraising initiatives, or matters affecting implementation of this Agreement.

The District's Superintendent or designee shall meet regularly with the Foundation Board executive leadership.

**5.7 Independent Authority.** Nothing contained in this Agreement shall be construed to limit the independent governance authority of either Party.

The Foundation shall retain sole authority over its corporate governance, financial management, fundraising strategies, and internal operations.

The District shall retain sole authority over educational programs, personnel decisions, fiscal administration, policy implementation, and all matters within the jurisdiction of the Board of Education.

**5.8 Shared Commitment.** The Parties acknowledge that successful implementation of this Agreement depends upon regular communication, mutual respect, transparency, accountability, and a shared commitment to advancing educational opportunities for students throughout the District.

The Parties further acknowledge that this Agreement is intended to foster a collaborative partnership while respecting the separate legal authority and governance responsibilities of each Party.

## 6. FOUNDATION REPORTING

**6.1 Annual Report to the Board of Education.** The Foundation Board or designee shall provide an annual report to the Board of Education at a regularly scheduled public meeting regarding the Foundation's activities in support of the District during the preceding fiscal year.

The purpose of the annual report is to promote transparency, strengthen collaboration between the District and the Foundation, and recognize the impact of philanthropic investments on District students, schools, and educational programs.

**6.2 Report Content**. The annual report should include, as appropriate:

- A summary of fundraising activities conducted during the reporting period;
- Total funds raised and distributed in support of District programs;

- A summary of the programs, initiatives, or projects supported by Foundation contributions;
- Progress toward achieving the goals identified in the Annual Program Plan;
- Significant grants, donations, sponsorships, or partnerships secured during the reporting period;
- Donor recognition activities and community engagement efforts;
- Foundation priorities and fundraising objectives for the upcoming year; and
- Any additional information the Foundation Board or designee believes would assist the Board of Education in understanding the Foundation's activities and impact.

**6.3 Collaboration with the District**. The Foundation Board or designee shall coordinate with the District's Superintendent or designee in preparing the annual report to ensure that information regarding Foundation-supported programs is accurate, complete, and consistent with District records.

**6.4 Public Recognition**. The District recognizes the Foundation as its primary districtwide and independent nonprofit philanthropic partner and encourages appropriate public recognition of the Foundation's contributions to District students and programs.

Likewise, the Foundation shall recognize the District as its educational partner and shall accurately represent the collaborative nature of the relationship in public communications regarding Foundation-supported initiatives.

**6.5 Continuous Improvement**. The annual report shall serve as one component of the Parties' annual review of this Agreement and may be used to identify opportunities to strengthen fundraising efforts, improve collaboration, refine the Annual Program Plan, and enhance the impact of future philanthropic investments.

## 7. ANNUAL REVIEW OF THE AGREEMENT

**7.1 Purpose.** The Parties acknowledge that a successful partnership requires ongoing communication, collaboration, and periodic evaluation. The purpose of the annual review is to assess implementation of this Agreement, evaluate the effectiveness of the partnership, and identify opportunities to strengthen fundraising efforts and educational outcomes in support of the District's mission.

**7.2 Annual Review Meeting.** On an annual basis, the District's Superintendent or designee and the Foundation Board or designee shall meet to review the implementation of this Agreement.

The annual review shall include consideration of:

- The Master Agreement;
- The Foundation's Annual Report;
- The District's Annual Program Evaluation;
- Progress toward the Annual Program Plan;
- Effectiveness of the partnership between the District and the Foundation;

- Opportunities to improve fundraising efforts and donor engagement;
- Opportunities to improve communication, collaboration, and operational effectiveness; and
- Any other matters deemed appropriate by either Party.

**7.3 Recommendations.** Following the annual review, the District's Superintendent or designee and the Foundation Board or designee may mutually recommend:

- Modifications to the Annual Program Plan;
- Improvements to administrative procedures;
- Revisions to communication or coordination practices;
- Updates to the appendices of this Agreement; or
- Amendments to this Agreement for consideration by the Parties.

**7.4 Amendments.** This Agreement may be amended at any time during its term by mutual written agreement of the Parties.

Any amendment affecting the rights, responsibilities, or obligations of either Party shall require approval by both the Board of Education and the Foundation Board and shall become effective upon execution by the authorized representatives of each Party.

Administrative revisions to forms or appendices that do not materially alter the intent or operation of this Agreement may be approved by the District's Superintendent or designee and the Foundation Board or designee without formal amendment to this Agreement.

**7.5 Commitment to Continuous Improvement.** The Parties agree to work collaboratively throughout the term of this Agreement to strengthen their partnership, promote transparency and accountability, maximize philanthropic support for District priorities, and ensure that charitable contributions continue to benefit students throughout the District.

## 8. ADVOCACY

**8.1 Nonpartisan Activities.** The Foundation shall remain nonpartisan in the conduct of its activities and shall not endorse or oppose any candidate for the Burbank Unified School District Board of Education, the Burbank City Council, or any other elected public office while acting on behalf of the Foundation.

Nothing in this Agreement shall prohibit individual members of the Foundation Board, officers, employees, or volunteers from engaging in political activities in their personal capacities, provided such activities are conducted independently and not on behalf of the Foundation.

**8.3 Compliance with Applicable Law.** The Foundation shall conduct its advocacy, fundraising, and charitable activities in compliance with all applicable federal, state, and local laws governing nonprofit public benefit corporations, including the requirements applicable to organizations recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

**8.4 District Neutrality.** Nothing contained in this Agreement shall be construed as authorizing the Foundation to speak on behalf of the District or the Board of Education regarding legislative matters, political activities, or public policy positions unless expressly authorized in writing by the District's Superintendent or designee.

Likewise, nothing contained herein shall authorize the District or the Board of Education to speak on behalf of the Foundation regarding matters within the Foundation's independent governance or charitable activities.

**8.5 Legislative and Government Relations.** Nothing contained in this Agreement shall prohibit the District or the Foundation from communicating with federal, state, or local governmental agencies regarding matters affecting education, charitable giving, or nonprofit operations, provided such communications are consistent with applicable law and each Party's respective authority.

## 9. COMMUNICATIONS

**9.1 Purpose.** The Parties recognize that consistent, accurate, and coordinated communications are essential to maintaining public trust, protecting the integrity of both organizations, and promoting the collaborative partnership established through this Agreement.

The Parties agree to communicate openly, professionally, and collaboratively regarding Foundation-supported programs and activities while respecting the independent governance responsibilities of each organization.

**9.2 Public Communications.** Press releases, public announcements, media interviews, social media communications, and other public communications regarding joint District and Foundation initiatives shall be coordinated, as appropriate, between the District's Superintendent or designee and the Foundation Board or designee prior to public release.

Nothing contained herein shall prohibit either Party from communicating independently regarding matters solely within its respective authority.

**9.3 District Communications.** The District shall retain sole responsibility for communications regarding District educational programs, instructional initiatives, Board actions, personnel matters, and other official District business.

The District may assist in promoting Foundation-supported programs in coordination with the District's Superintendent or designee.

**9.4 Foundation Communications.** The Foundation shall retain sole responsibility for communications regarding its fundraising campaigns, donor recognition activities, Foundation events, governance matters, financial activities, and other Foundation business.

Nothing contained herein shall authorize the Foundation to represent that it is speaking on behalf of the District unless expressly authorized by the District's Superintendent or designee.

**9.5 Representation of the Parties.** No member of the Board of Education, District employee, Foundation Board member, Foundation employee, volunteer, committee member, or representative shall represent themselves as speaking on behalf of the other Party unless specifically authorized to do so.

**9.6 Use of Names and Logos.** Neither Party shall use the name, logo, trademarks, or other identifying marks of the other Party without prior written approval from the District's Superintendent or designee or the Foundation Board or designee, as applicable.

Any approved use shall be consistent with each Party's branding standards and applicable policies.

**9.7 District Communication Platforms.** Use of District communication platforms, including District websites, electronic communication systems, newsletters, social media accounts, parent communication platforms, or other official District communication resources, for Foundation fundraising or promotional activities shall require the prior approval of the District's Superintendent or designee and shall be consistent with applicable District policies and procedures.

**9.8 Website and Partnership Recognition.** The District may include a link to the Foundation's official website on the District's website and may identify the Foundation as the District's primary philanthropic partner.

Likewise, the Foundation may identify the District as its educational partner.

Any reference by either Party shall acknowledge that the Foundation is an independent nonprofit public benefit corporation and that participation in Foundation fundraising activities is voluntary and is not a condition of enrollment, participation in District programs, or receipt of any educational service.

**9.9 Crisis and Sensitive Communications.** In the event of a matter that may significantly affect the reputation of either Party or the collaborative relationship established by this Agreement, the District's Superintendent or designee and the Foundation Board or designee shall communicate as soon as reasonably practicable to coordinate factual information and determine an appropriate communication strategy.

Nothing in this Section shall limit either Party's obligation to comply with applicable law, court order, or lawful public records requirements.

## 10. TERM, RENEWAL, AND TERMINATION

**10.1 Effective Date.** This Agreement shall become effective on **August 6, 2026**, following approval by the Board of Education and execution by the authorized representatives of the Parties.

**10.2 Term.** Unless sooner terminated in accordance with this Agreement, this Agreement shall remain in effect for a period of **five (5) years**, expiring on **August 5, 2031**.

**10.3 Renewal.** The Parties may renew this Agreement for successive five-year terms upon mutual written agreement approved by the Board of Education and the Foundation Board.

**10.4 Termination.** Either Party may terminate this Agreement without cause by providing ninety (90) calendar days' written notice to the other Party.

Termination shall not affect any gifts, grants, or financial commitments previously accepted or awarded unless otherwise agreed in writing by the Parties.

**10.5 Effect of Termination.** Upon termination or expiration of this Agreement, the Parties shall cooperate in an orderly transition of any ongoing collaborative activities and shall continue to honor any legal obligations arising from gifts, grants, or agreements executed prior to the effective date of termination.

## APPENDIX A

## ANNUAL PROGRAM PLAN

**A. Purpose.** The Annual Program Plan establishes the collaborative planning process between the District and the Foundation and identifies District educational priorities that may be supported through Foundation fundraising efforts. The Annual Program Plan is intended to align philanthropic investments with the District's Strategic Plan, Board priorities, and identified student needs while promoting equitable educational opportunities throughout the District.

**B. Annual Planning Process**. The District and the Foundation shall develop the Annual Program Plan in accordance with the following process:

**1.** No later than **May 1** of each year, the District's Superintendent or designee shall provide the Foundation Board or designee with a Proposed Annual Program Plan.

**2.** The Proposed Annual Program Plan shall identify educational programs, initiatives, projects, equipment, services, or other District priorities that may be supported through Foundation fundraising efforts.

Each proposed program should include, as appropriate:

- Program title
- Description
- Educational purpose
- School(s) or department(s) served
- Estimated implementation cost, including applicable taxes, shipping, installation, maintenance, licensing, and other associated costs
- Estimated implementation timeline
- Number of students served or impacted
- Strategic Plan alignment
- Proposed outcome measures
- School(s) or department(s) or grade levels that will be served or benefit

**3.** In developing the Proposed Annual Program Plan, the District's Superintendent or designee shall prioritize programs that:

- Support the District's Strategic Plan;
- Address Districtwide educational priorities;
- Promote equitable educational opportunities;
- May be sustained over multiple years when appropriate; and
- Demonstrate measurable educational benefit.

**4.** The Foundation Board or designee shall review the Proposed Annual Program Plan and evaluate the Foundation's fundraising capacity and opportunities to support the identified priorities.

**5.** The District and the Foundation shall collaborate in good faith to finalize the Annual Program Plan no later than **September 1** of each year.

**6.** The District's Superintendent or designee shall present the proposed Annual Program Plan to the Board of Education for information and discussion as appropriate.

**7.** Following adoption of its annual operating budget, the Foundation Board or designee shall notify the District's Superintendent or designee of the Foundation's approved fundraising priorities and anticipated financial support.

**8.** The District's Superintendent or designee and the Foundation Board or designee shall periodically review the Annual Program Plan during the fiscal year and may recommend adjustments based upon changing priorities, fundraising results, grant opportunities, or other unforeseen circumstances of the parties.

**9.** The Foundation shall deliver contributions to the District in accordance with the approved Annual Program Plan or as otherwise mutually agreed upon by the Parties.

**10.** Nothing contained in this Appendix shall prohibit the Foundation from approving financial support for District programs or initiatives that are not included in the Annual Program Plan, provided such support is consistent with the Foundation's charitable mission and has been approved by the Foundation Board.

**11.** If fundraising results differ from projected amounts, the District's Superintendent or designee and the Foundation Board or designee shall meet to determine whether modifications to the Annual Program Plan are appropriate.

**12.** If the District receives funding from another source for a program included in the Annual Program Plan, the District's Superintendent or designee shall notify the Foundation Board or designee so that fundraising priorities may be adjusted as appropriate.

### C. Annual Program Plan Template

| District Priority | Description | Estimated Cost | Funding Priority | Timeline | District Lead | Success Measures |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

## APPENDIX B

## ANNUAL REPORTING AND EVALUATION FORMS

To promote consistency and accountability, the Parties shall utilize the following forms, or substantially similar forms approved by the District's Superintendent or designee and the Foundation Board or designee.

**Exhibit B-1**

**Annual Program Plan**

Prepared by: District's Superintendent or designee

Purpose: To identify District priorities proposed for Foundation support.

Contents should include:

- Program Title
- Description
- Estimated Cost
- Strategic Goal Alignment
- Proposed Timeline
- Success Measures
- District Lead
- School(s) or department(s) or grade levels that will be served or benefit

## Exhibit B-2

## Foundation Fundraising Plan

Prepared by: Foundation Board or designee

Purpose: To identify fundraising strategies supporting the approved Annual Program Plan.

Contents should include:

- Annual Fundraising Goal
- Campaign Name
- Supported Program(s)
- Estimated Revenue
- Fundraising Strategy
- Campaign Timeline
- Responsible Foundation Representative
- Status
- School(s) or department(s) or grade levels that will be served or benefit

## Exhibit B-3

## Annual Program Evaluation

Prepared by: District's Superintendent or designee

Purpose: To evaluate the implementation and effectiveness of Foundation-supported programs.

Contents should include:

- Program Name
- Funding Received
- Program Status
- Students Served
- School(s) or department(s) or grade levels that will be served or benefit
- Outcomes Achieved
- Performance Measures
- Lessons Learned
- Recommendation
    - Continue
    - Modify
    - Expand
    - Complete

## Exhibit B-4

## Foundation Annual Report

Prepared by: Foundation Board or designee

Purpose: To provide the Board of Education with an annual summary of Foundation activities.

Contents should include:

- Executive Summary
- Annual Fundraising Results
- Grants and Donations Received
- Programs Supported
- Community Partnerships
- Donor Recognition Activities
- Financial Summary
- Annual Program Plan Progress
- Priorities for the Upcoming Year
- School(s) or department(s) or grade levels that will be served or benefit

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Renewal Approval of Expanded Learning Opportunities Program (ELOP) Services Agreement with Conundrum Theater Company |

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## Background:

The Expanded Learning Opportunities Program (ELOP) provides funding to local educational agencies to offer comprehensive before-school, after-school, intersession, and summer learning opportunities for Transitional Kindergarten through sixth-grade students.

Conundrum Theatre Company has partnered with the District to provide performing arts enrichment opportunities for students participating in the District's expanded learning program. The proposed agreement provides a 100% reduction in participation fees for eligible Burbank USD unduplicated students, ensuring equitable access to high-quality enrichment programming.

The proposed agreement establishes the terms under which Conundrum Theatre Company will provide expanded learning enrichment services during the 2026-2027 school year. Under the agreement, Conundrum will provide comprehensive theatre-based enrichment programming for eligible Transitional Kindergarten through Grade 6 students enrolled in participating District schools while complying with all applicable California Department of Education ELOP requirements.

## Fiscal Impact:

The total cost of the agreement shall not exceed $233,240 for the period of August 1, 2026, through July 31, 2027 paid through the District's Expanded Learning Opportunities Program (ELOP) Grant.

## Recommendation:

It is the recommendation of District administration that the Board of Trustees approve the renewal of the Expanded Learning Opportunities Program (ELOP) Services Agreement with Conundrum Theater Company, as presented.

**2026-2027 AGREEMENT FOR A 100% REDUCTION IN STUDENT FEES FOR BURBANK USD UNDUPLICATED STUDENTS ATTENDING CONUNDRUM THEATRE COMPANY**

The BURBANK UNIFIED SCHOOL DISTRICT, and CONUNDRUM THEATRE COMPANY, INC., a California Non-Profit Corporation ["Conundrum"] enters into this agreement for the following purposes and with reference to the following facts:

**RECITAL**

WHEREAS, DISTRICT is the Local Educational Agency and applicant for the Expanded Learning Opportunities Program [“ELOP”] Grant 100% fee reduction for Burbank USD unduplicated students (students participating in the free or reduced meal program, English learners, foster youth, and/or student experiencing homelessness) attending Conundrum.

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

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

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

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

    a. All schools that offer the Conundrum child care program to Burbank USD Transitional Kindergarten through Grade 6 students

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

BAGCB Agrees:

A. **Operational Requirements:**

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

- To operate eight weeks during the summer for at least nine hours per day, beginning from June 1, 2027 through June 26, 2027 and July 6, 2027 through July 31, 2026 ; no program June 18, 2027. The program will run from 9:00 am to 3:00 pm with extended care availability from 8:00 am to 9:00 am and then 3:00 pm to 6:00 pm.

- To fulfill the administrative functions for hiring after-school staff. Decisions on hiring, wages, and management will be made by Conundrum in collaboration with the DISTRICT. Conundrum reserves the right to terminate any employee for violation of Conundrum policy.

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

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

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

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

B. **Staffing Requirements:**

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

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

- To collaborate and ensure that all staff and volunteers hired and managed by Conundrum will fulfill health screening and fingerprint clearance requirements in current law, according to DISTRICT policy.

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

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

**C. <u>Reporting and Evaluation of Program:</u>**

- To keep accurate records and submit monthly invoices for reimbursement of 100% of member fees.

- To provide background checks and fingerprints of hired staff.

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

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

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

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

2. **Use of District Facilities**:

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

3. **Term:**

The term of this Agreement is from August 1, 2026 to July 31, 2027. By agreement of the parties, this Agreement may be renewed for successive one-year periods.

4. **Compensation:**

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

4.1 Up to $233,240 payable to Conundrum Theatre Company as follows:

$233,240 for 100% reduced rates for Conundrum members to cover salaries, administrative and program expenses including venue rentals, performance rights, sets, costumes, etc. Grades TK/K through Grade 6 who qualify for ELOP funding from August 1, 2026 to July 31, 2027. The names of qualifying students will be provided along with the monthly invoicing.

4.2 Compensation to the Conundrum will only be taken out of ELOP Grant funds received by the DISTRICT and only up to the limits of this Agreement for which allowable and approved expenditures were made. The DISTRICT is not responsible for any additional charges or expenses.

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

5. **Termination:**

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

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

6. **Amendment:**

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

7. **Indemnification:**

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

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

8. **Insurance:**

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

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

8.2 The DISTRICT, its board members, officers, employees, agents, and volunteers must be endorsed on the policy as additional insured with respect to liability arising out of Conundrum's performance of this Agreement. If Conundrum employs other contractors as part of the Services rendered, the Contractor's Protective Coverage is required. Conundrum may include all subcontractors as insured under its own

policy, shall furnish separate insurance for each subcontractor, or shall ensure that the subcontractor has its own insurance meeting the requirements set forth herein.

8.3 Conundrum shall comply with the applicable sections of the California Labor Code concerning worker's compensation for injuries on the job. Compliance is accomplished by securing and maintaining in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimum limit of $1,000,000.00 per accident. The policy shall be endorsed to waive all rights of subrogation against DISTRICT, its board members, officers, employees, and volunteers for losses related to worker's compensation arising from the performance of this Agreement.

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

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

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

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

9. **Rules of Construction:**

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

10. **Severance Provision:**

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

11. **Counterparts:**

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

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

| Conundrum Theatre Company, Inc. | | Burbank Unified School District | |
|---|---|---|---|
| Bryan Snodgrass | 7/24/2026 | | |
| Bryan Snodgrass<br>Executive Director | Date | Thomas McCoy, Ed.D.<br>Superintendent of School | Date |

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT | Consideration of Ratification of Purchase from Arey Jones for Burbank Adult School laptops |

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**Background:**

On February 20, 2026, the District issued a purchase order to Arey Jones Educational Solutions for the purchase of 200 HP ZBook laptop computers, Microsoft licensing, and associated electronic waste recycling fees to support instructional and operational needs at the Burbank Adult School. The procurement was made utilizing a competitively awarded cooperative purchasing ("piggyback") contract in accordance with applicable California Public Contract Code provisions. The total purchase amount was $451,534.65.

The purchase order was approved by former District staff and the equipment has since been received. Subsequently, the Los Angeles County Office of Education (LACOE) advised the District that, due to the total dollar amount of the procurement, the purchase should be presented to the Board of Education for ratification to ensure appropriate Board authorization.

**Fiscal Impact:**

The total cost of the purchase is $451,534.65, funded through the Adult School Fund 11. Funding for this purchase was included in the 25-26 adopted budget.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees ratify the Purchase from Arey Jones for Burbank Adult School Laptops, as presented.

# 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.
**26002444**
Show this number on invoices, packages and correspondence.

Vendor# 402168



AREY JONES EDUCATIONAL

**VENDOR**
AREY JONES EDUCATIONAL SOLUTIONS
1055 SIXTH AVENUE SUITE 101
SAN DIEGO, CA 92101

Phone: (800) 998-9199 Fax:

**SHIP TO**
BURBANK UNIFIED SCHOOL DISTRICT
WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

For: BURBANK ADULT SCHOOL
LAMB/HARTUNG/NOGUERA/LERNER/ESL

**PO Date:** 02/20/2026 **Requested Delivery:** 02/27/2026 **Buyer Name:** Terri Harvey **Req#** R0002732

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | A 200 | EA | B25NAVK-BUSD HP ZBOOK 8 G1i 14 INCH 32G Laptop<br>059419 – 059618<br>ASSET TAG (WHITE)#: _____ S/N: _____<br>ROOM #: _____<br>***CONTRACT: HP NASPRO 23011 - ALL STATES (SANS GA) 12/1/2023-6/30/2028*** | 1,971.65 | 394,330.00 |
| 2 | 200 | LIC | MS (MICROSOFT) LICENSE FEE<br>(BUSD INTERNAL FEE; VENDOR NOT TO BILL) | 75.00 | 15,000.00 |
| 3 | 200 | EWASTE | CA RECYCLING FEE | 4.00 | 800.00 |
| | | | ********** | | |
| | | | REFERENCE QUOTE #115731.2 | | |
| | | | *** SPECIAL INSTRUCTIONS ***<br>* PLEASE SHIP DIRECTLY TO THE WAREHOUSE, AS INDICATED ON THIS ORDER, AND REFERENCE THE P.O. NUMBER ON ALL SHIPPING AND BILLING DOCUMENTS.<br>* VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG<br>* PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL | | |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 110-39050-0-41102-10000-4450-533-0000-0000 | $315,620.00 |
| 110-63910-0-41102-10000-4450-533-0000-0000 | $120,914.65 |
| 110-63910-0-41102-10000-5840-533-0000-0000 | $15,000.00 |

A 2 PALLETS

General Order

| | |
|---|---|
| SUB TOTAL | $ 410,130.00 |
| SALES TAX | $ 41,404.65 |
| SHIPPING | $ 0.00 |
| TOTAL | $ 451,534.65 |

| | | | |
|---|---|---|---|
| (A) | SHIPMENT RECVD BY | DATE | 6/25/26 |
| (B) | SHIPMENT RECVD BY | DATE | |
| (C) | SHIPMENT RECVD BY | DATE | |
| (D) | SHIPMENT RECVD BY | DATE | |
| (E) | SHIPMENT RECVD BY | DATE | |

Shipment Complete X

BURBANK UNIFIED SCHOOL DISTRICT
Approved By:
Director of Fiscal Services

**RECEIVING COPY**

# INVOICE

AREY JONES EDUCATIONAL SOLUTIONS

P.O. Box 507404
San Diego, CA 92150-7404
Phone : (800) 998-9199
Fax : (800) 403-8828

INVOICE NUMBER: 0270092-IN
INVOICE DATE: 6/25/2026

ORDER NUMBER: 0196066
ORDER DATE: 2/20/2026
SALESPERSON: 0065
CUSTOMER NO: 0017817

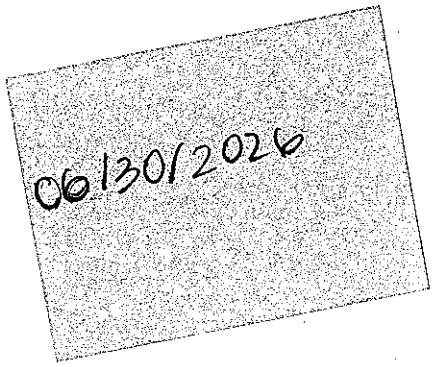
SOLD TO:
BURBANK UNIFIED SCHOOL DISTRIC
ACCOUNTS PAYABLE
1900 W OLIVE AVE
apinvoices@burbankusd.org
BURBANK, CA 91506

CONFIRM TO:
Lisa Sahagun or Dylan Young

SHIP TO:
BURBANK USD WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

| CUSTOMER P.O. | SHIP VIA | F.O.B. | TERMS |
|---|---|---|---|
| 26002444 | BURBANK USD WHS | | NET 30 |

| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|




| | |
|---|---|
| Net Invoice: | 394,330.00 |
| Less Discount: | 0.00 |
| Freight: | 0.00 |
| EWRFL Fee: | 800.00 |
| Sales Tax: | 41,404.66 |
| **Invoice Total:** | **436,534.66** |

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|---|---|---|---|
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| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|

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|---|---|
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| Sales Tax: | 41,404.66 |
| **Invoice Total:** | **436,534.66** ✓ |

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|---|---|---|---|
| 26002444 | BURBANK USD WHS | | NET 30 |

| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|
| B25DNAVK-BU | EACH | 200 | 200 | 0 | 1,971.65 | 394,330.00 |
| HP 14" ZBook 8 G1i Win 11 Pro | | WHSE: 007 | | | | |
| B25DNAV | EACH | 200 | 200 | 0 | | |
| HP 14" ZBook 8 G1i Win 11 Pro | | WHSE: 007 | | | | |
| SERIAL DISTRIBUTION: | | 5CG624015B | 5CG624015C | | 5CG624015D | |
| SERIAL DISTRIBUTION: | | 5CG624015F | 5CG624015G | | 5CG624015H | |
| SERIAL DISTRIBUTION: | | 5CG624015J | 5CG624015K | | 5CG624015L | |
| SERIAL DISTRIBUTION: | | 5CG624015M | 5CG624015N | | 5CG624015P | |
| SERIAL DISTRIBUTION: | | 5CG624015Q | 5CG624015R | | 5CG624015S | |
| SERIAL DISTRIBUTION: | | 5CG624015T | 5CG624015V | | 5CG624015W | |
| SERIAL DISTRIBUTION: | | 5CG624015X | 5CG624015Y | | 5CG624015Z | |
| SERIAL DISTRIBUTION: | | 5CG6240160 | 5CG6240161 | | 5CG6240162 | |
| SERIAL DISTRIBUTION: | | 5CG6240163 | 5CG6240164 | | 5CG6240165 | |
| SERIAL DISTRIBUTION: | | 5CG6240166 | 5CG6240167 | | 5CG6240168 | |
| SERIAL DISTRIBUTION: | | 5CG6240169 | 5CG624016B | | 5CG624016C | |
| SERIAL DISTRIBUTION: | | 5CG624016D | 5CG624016F | | 5CG624016G | |
| SERIAL DISTRIBUTION: | | 5CG624016H | 5CG624016J | | 5CG624016K | |
| SERIAL DISTRIBUTION: | | 5CG624016L | 5CG624016M | | 5CG624016N | |
| SERIAL DISTRIBUTION: | | 5CG624016P | 5CG624016Q | | 5CG624016R | |
| SERIAL DISTRIBUTION: | | 5CG624016S | 5CG624016T | | 5CG624016V | |
| SERIAL DISTRIBUTION: | | 5CG624016W | 5CG624016X | | 5CG6240172 | |
| SERIAL DISTRIBUTION: | | 5CG6240173 | 5CG6240174 | | 5CG6240175 | |
| SERIAL DISTRIBUTION: | | 5CG6240176 | 5CG6240177 | | 5CG6240178 | |
| SERIAL DISTRIBUTION: | | 5CG6240179 | 5CG624017B | | 5CG624017C | |
| SERIAL DISTRIBUTION: | | 5CG624017D | 5CG624017F | | 5CG624017G | |
| SERIAL DISTRIBUTION: | | 5CG624017H | 5CG624017J | | 5CG624017K | |
| SERIAL DISTRIBUTION: | | 5CG624017L | 5CG624017M | | 5CG624017N | |
| SERIAL DISTRIBUTION: | | 5CG624017P | 5CG624017Q | | 5CG624017R | |
| SERIAL DISTRIBUTION: | | 5CG624017S | 5CG624017T | | 5CG624017V | |
| SERIAL DISTRIBUTION: | | 5CG624017W | 5CG624017X | | 5CG624017Y | |
| SERIAL DISTRIBUTION: | | 5CG624017Z | 5CG6240180 | | 5CG6240181 | |
| SERIAL DISTRIBUTION: | | 5CG6240182 | 5CG6240183 | | 5CG6240184 | |
| SERIAL DISTRIBUTION: | | 5CG6240185 | 5CG6240186 | | 5CG6240187 | |

CONTINUED

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ORDER NUMBER: 0196066
ORDER DATE: 2/20/2026
SALESPERSON: 0065
CUSTOMER NO: 0017817

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ACCOUNTS PAYABLE
1900 W OLIVE AVE
apinvoices@burbankusd.org
BURBANK, CA 91506

SHIP TO:
BURBANK USD WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

CONFIRM TO:
Lisa Sahagun or Dylan Young

| CUSTOMER P.O. | SHIP VIA | F.O.B. | TERMS |
|---|---|---|---|
| 26002444 | BURBANK USD WHS | | NET 30 |

| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|
| SERIAL DISTRIBUTION: | | 5CG6240188 | 5CG6240189 | | 5CG624018B | |
| SERIAL DISTRIBUTION: | | 5CG624018C | 5CG624018D | | 5CG624018F | |
| SERIAL DISTRIBUTION: | | 5CG624018G | 5CG624018H | | 5CG624018J | |
| SERIAL DISTRIBUTION: | | 5CG624018K | 5CG624018L | | 5CG624018M | |
| SERIAL DISTRIBUTION: | | 5CG624018N | 5CG62401Q5 | | 5CG62401Q6 | |
| SERIAL DISTRIBUTION: | | 5CG62401Q7 | 5CG62401Q8 | | 5CG62401Q9 | |
| SERIAL DISTRIBUTION: | | 5CG62401QB | 5CG62401QC | | 5CG62401QD | |
| SERIAL DISTRIBUTION: | | 5CG62401QF | 5CG62401QG | | 5CG62401QH | |
| SERIAL DISTRIBUTION: | | 5CG62401QJ | 5CG62401QK | | 5CG62401QL | |
| SERIAL DISTRIBUTION: | | 5CG62401QM | 5CG62401QN | | 5CG62401QP | |
| SERIAL DISTRIBUTION: | | 5CG62401QQ | 5CG62401QR | | 5CG62401QS | |
| SERIAL DISTRIBUTION: | | 5CG62401QT | 5CG62401QV | | 5CG62401QW | |
| SERIAL DISTRIBUTION: | | 5CG62401QX | 5CG62401QY | | 5CG62401XK | |
| SERIAL DISTRIBUTION: | | 5CG62401XL | 5CG62401XM | | 5CG62401XN | |
| SERIAL DISTRIBUTION: | | 5CG62401XP | 5CG62401XQ | | 5CG62401XR | |
| SERIAL DISTRIBUTION: | | 5CG62401XS | 5CG62401XT | | 5CG62401XV | |
| SERIAL DISTRIBUTION: | | 5CG62401XW | 5CG62401XX | | 5CG62401XY | |
| SERIAL DISTRIBUTION: | | 5CG62401XZ | 5CG62401Y0 | | 5CG62401Y1 | |
| SERIAL DISTRIBUTION: | | 5CG62401Y2 | 5CG62401Y3 | | 5CG62401Y4 | |
| SERIAL DISTRIBUTION: | | 5CG62401Y5 | 5CG62401Y6 | | 5CG62401Y7 | |
| SERIAL DISTRIBUTION: | | 5CG62401Y8 | 5CG62401Y9 | | 5CG62401YB | |
| SERIAL DISTRIBUTION: | | 5CG62401YC | 5CG62401YD | | 5CG62401YF | |
| SERIAL DISTRIBUTION: | | 5CG62401YG | 5CG62401YH | | 5CG62401YJ | |
| SERIAL DISTRIBUTION: | | 5CG62401YK | 5CG62401YL | | 5CG62401YM | |
| SERIAL DISTRIBUTION: | | 5CG62401YN | 5CG62401YP | | 5CG62401YQ | |
| SERIAL DISTRIBUTION: | | 5CG62401YR | 5CG62401YS | | 5CG62401YT | |
| SERIAL DISTRIBUTION: | | 5CG62401YV | 5CG62401YW | | 5CG62401YX | |
| SERIAL DISTRIBUTION: | | 5CG62401YY | 5CG62401YZ | | 5CG62401Z0 | |
| SERIAL DISTRIBUTION: | | 5CG62401Z1 | 5CG62401Z2 | | 5CG62401Z3 | |
| SERIAL DISTRIBUTION: | | 5CG62401Z4 | 5CG6240214 | | 5CG6240215 | |
| SERIAL DISTRIBUTION: | | 5CG6240216 | 5CG6240217 | | 5CG6240218 | |
| SERIAL DISTRIBUTION: | | 5CG6240219 | 5CG624021B | | 5CG624021C | |
| SERIAL DISTRIBUTION: | | 5CG624021D | 5CG624021F | | 5CG624021G | |
| SERIAL DISTRIBUTION: | | 5CG624021H | 5CG624021J | | 5CG624021K | |
| SERIAL DISTRIBUTION: | | 5CG624021L | 5CG624021M | | 5CG624021N | |

CONTINUED

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CUSTOMER NO: 0017817

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Lisa Sahagun or Dylan Young

| CUSTOMER P.O. | SHIP VIA | F.O.B. | TERMS |
|---|---|---|---|
| 26002444 | BURBANK USD WHS | | NET 30 |

| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|
| SERIAL DISTRIBUTION: | | 5CG624021P | 5CG624021Q | | 5CG624021R | |
| SERIAL DISTRIBUTION: | | 5CG624021S | 5CG624021T | | 5CG624021V | |
| SERIAL DISTRIBUTION: | | 5CG624021W | 5CG624021X | | | |
| 8C9M7AV | EACH | 200 | 200 | 0 | | |
| CTO NO COUNTRY OF ORIGIN RESTR | | WHSE: 007 | | | | |
| 1Y629AV | EACH | 200 | 200 | 0 | | |
| HP Electronic Energy Star labe | | WHSE: 007 | | | | |
| B25HGAV | EACH | 200 | 200 | 0 | | |
| Windows 11 Pro 64 | | WHSE: 007 | | | | |
| 4SS11AV#ABA | EACH | 200 | 200 | 0 | | |
| OS Localization | | WHSE: 007 | | | | |
| B25E6AV | EACH | 200 | 200 | 0 | | |
| Dual AryMic 5MP USB2 IR AI WFO | | WHSE: 007 | | | | |
| C46KTAV | EACH | 200 | 200 | 0 | | |
| 14.0 inch AG WUXGA (1920x1200) | | WHSE: 007 | | | | |
| B25HTAV | EACH | 200 | 200 | 0 | | |
| 32GB (1x32GB) DDR5 5600 SODIMM | | WHSE: 007 | | | | |
| B25JJAV | EACH | 200 | 200 | 0 | | |
| 512GB PCIe-4x4 NVMe TLC Solid | | WHSE: 007 | | | | |
| B25GHAV | EACH | 200 | 200 | 0 | | |
| No Near Field Communication (N | | WHSE: 007 | | | | |
| B41RYAV | EACH | 200 | 200 | 0 | | |
| Intel BE201 Wi-Fi 7 +Bluetooth | | WHSE: 007 | | | | |
| B25GGAV | EACH | 200 | 200 | 0 | | |
| No Fingerprint Sensor | | WHSE: 007 | | | | |
| B25GJAV | EACH | 200 | 200 | 0 | | |
| No SmartCard Reader | | WHSE: 007 | | | | |
| B25DJAV | EACH | 200 | 200 | 0 | | |
| MW Long Life 77Whr Fast Charge | | WHSE: 007 | | | | |
| B25DDAV | EACH | 200 | 200 | 0 | | |
| HP 140W Slim USB-C AC Adapter | | WHSE: 007 | | | | |

CONTINUED

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|---|---|---|---|
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| ITEM NO. | UNIT | ORDERED | SHIPPED | BACK ORD | PRICE | AMOUNT |
|---|---|---|---|---|---|---|
| B25K7AV#ABA | EACH | 200 | 200 | 0 | | |
| Aluminum Clickpad Backlit spil | | | WHSE: 007 | | | |
| B25K4AV#ABA | EACH | 200 | 200 | 0 | | |
| Country Localization | | | WHSE: 007 | | | |
| B25KCAV#ABA | EACH | 200 | 200 | 0 | | |
| 1/1/0 Warranty | | | WHSE: 007 | | | |
| 791T2AV | EACH | 200 | 200 | 0 | | |
| CTO PRE-BOOT UEFI WI-FI SUPPOR | | | WHSE: 007 | | | |
| B25GFAV | EACH | 200 | 200 | 0 | | |
| AMT Enabled | | | WHSE: 007 | | | |
| 4N735AV | EACH | 200 | 200 | 0 | | |
| CTO TAMPER LOCK | | | WHSE: 007 | | | |
| B25GRAV | EACH | 200 | 200 | 0 | | |
| Standard Packaging | | | WHSE: 007 | | | |
| B25GMAV | EACH | 200 | 200 | 0 | | |
| No WWAN | | | WHSE: 007 | | | |
| 6B664AV#ABA | EACH | 200 | 200 | 0 | | |
| C5 1.0m stkr PRM Power Cord | | | WHSE: 007 | | | |
| 3E755AV | EACH | 200 | 200 | 0 | | |
| HP Electronic TCO Certified la | | | WHSE: 007 | | | |
| B7LB5AV | EACH | 200 | 200 | 0 | | |
| Intel Core Ultra 7 sz3 vPro En | | | WHSE: 007 | | | |
| U60YYE | EACH | 200 | 200 | 0 | | |
| HP 3y Care MWS Hardware Suppor | | | WHSE: 007 | | | |
| EWRFL14 | EACH | 200 | 200 | 0 | 4.00 | 800.00 |
| ELECTRONIC WASTE RECYCLING FEE | | | WHSE: 007 | | | |

**Burbank Unified School District**
**Business Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Terri Ramirez-Adams, Senior Administrative Assistant |
| PRESENTED BY: | Jason Hasty, Assistant Superintendent of Business Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Amendment to District Membership List for 2026-2027 |

---

**Background:**

Annually, the District maintains memberships in professional organizations that provide resources, support, training,and services benefiting District operations and programs.

The District Membership List for the 2026–2027 school year was previously approved and is being amended to reflect updated California School Boards Association (CSBA) membership costs and the addition of the CSBA Education Legal Alliance (ELA) membership.

**Fiscal Impact:**

The amended costs include $21,669 for the CSBA membership and $5,188 for the CSBA Education Legal Alliance membership. Costs will be charged to the applicable funding source as identified on the attached District Membership List.

**Recommendation**:

It is the recommendation of District administration that the Board of Trustees approve the Amendment to the District Membership List for 2026–2027, as presented.

California School Boards Association
(916) 371-4691

Please refer to your invoice number and customer number in all communications regarding this invoice.

| Invoice Number | Invoice Date | PO # |
|---|---|---|
| INV-80805-F3D2B2 | 6/1/2026 | |

**Bill To:**
Burbank USD
1900 W Olive Ave
Burbank, CA 91506-2438
United States

**Ship To:**
Burbank USD
1900 W. Olive Ave.
Burbank, CA 91506-2438
United States

| Product Code | Description | Unit Price | Quantity | Extended Price | Terms |
|---|---|---|---|---|---|
| CSBA | CSBA Membership ( 07/01/2026 - 06/30/2027 ) | $21,669.00 | 1.00 | $21,669.00 | |
| ELA | ELA Membership ( 07/01/2026 - 06/30/2027 ) | $5,188.00 | 1.00 | $5,188.00 | |

CSBA dues not processed before September 15 will result in a disruption of CSBA services. Trustees and employees of LEAs that have not paid membership dues by September 15 will not be granted access to CSBA's Annual Education Conference and Trade Show. AEC registrations made absent membership dues may be canceled on September 15. Registrants will be refunded, minus a processing fee, and hotel reservations canceled on September 16.

**Total Invoice:** $26,857.00 **Total Paid:** $0.00 **Balance Due:** $26,857.00

6/30/26

PLEASE DETACH HERE AND RETURN BOTTOM STUB WITH PAYMENT

California School Boards Association

| Customer Number | Invoice Number | Invoice Date | Terms | Balance Due |
|---|---|---|---|---|
| **100346** | **INV-80805-F3D2B2** | **06/01/2026** | | **$26,857.00** |

**Make checks payable to:**
California School Boards Association - CSB (6744)
c/o West America Bank
P.O. Box 1450
Suisun City, CA 94585-4450

**Bill To:**
Burbank USD
1900 W Olive Ave
Burbank, CA 91506-2438
United States

# Burbank Unified School District Memberships for 2026-2027

| Organization | Type of Membership | Estimated Cost 2026-27 | Funding Source | String |
|---|---|---|---|---|
| Amazon Capital Services | District-Wide | $ 3,858.00 | Purchasing | 01.0-00000-0-00000-72000-5310-7530000 |
| America's Battle of the Books | School Site | $ 50.00 | Emerson | 01.0-00000.0-11100-10000-4310-2030000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,950.00 | Superintendent | 01.0-00000.0-00000-71500-5310-7410000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,800.00 | Business Office | 01.0-00000.0-00000-72000-5310-7470000 |
| Association for California School Administrators (ACSA) | Individual | $ 3,600.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7420000 |
| Association for California School Administrators (ACSA) | Individual | $ 1,800.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7550000 |
| Association for Supervision and Curriculum Development (ASCD) | Individual | $ 150.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7420000 |
| 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 | 01.0-00000.0-17001-10000-5310-3220000 |
| California Association of School Business Officials(CASBO) | Institutional | $ 5,250.00 | District Office | 01.0-00000.0-00000-72000-5310-7400000 |
| California Association of School Business Officials(CASBO) | Individual | $ 300.00 | Business Office | 01.0-00000.0-00000-72000-5310-7470000 |
| California Career Development Association | Individual | $ 35.00 | BHS | 01.0-06350.0-38000-10000-5310-7910000 |
| California Coalition for Adequate School Housing (CASH) | District | $ 1,222.00 | Facilities | 01.1-81500.0-00000-81100-5310-7520000 |
| 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 | 11.0-63910.0-41100-27000-5310-5330000 |
| California High School Coalition | Superintendent | $ 3,000.00 | Superintendent | 01.0-00000.0-00000-71500-5310-7410000 |
| California School Board Association (CSBA) | Board | $ 21,669.00 | Board of Education | 01.0-00000.0-00000-71100-5310-7560000 |
| California School Board Association (CSBA) / Education Legal Alliance (ELA) | Board | $ 5,188.00 | Board of Education | 01.0-00000.0-00000-71100-5310-7560000 |
| 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 | 01.0-00000.0-00000-72000-5310-7470000 |
| Edjoin/San Joaquin County of Education | District | $ 4,299.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7400000 |
| Les Mills Media LTD | Individual | $ 119.88 | JBHS | 01.0-00000.0-17011-10000-5310-4320000 |
| Los Angeles County School Trustees Association (LACSTA) | Board | $ 150.00 | Board of Education | 01.0-00000.0-00000-71100-5310-7560000 |
| 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 | 01.0-00000.0-11100-10000-5310-2020000 |
| National Honor Society (NASSP) | School Site | $ 385.00 | JBHS | 01.0-00000.0-11100-10000-5310-4320000 |
| National Student Clearinghouse | School Site | $ 1,200.00 | Instructional Services | 01.0-00000.0-00000-72000-5310-7420000 |
| San Gabriel Valley Purchasing Association (SGVPA) | Individual | $ 30.00 | Purchasing | 01.0-00000.0-00000-72000-5310-7530000 |
| School Employers Association of California (SEAC) | District | $ 2,350.00 | Human Resources | 01.0-00000.0-00000-72000-5310-7400000 |
| SKILLS USA (JBHS/BHS) | JBHS/BHS | $ 3,500.00 | CTE | 01.0-06350.0-38000-10000-5310-7910000 |
| S hern California School Nutrition Association (CSNA) | Institutional | $ 500.00 | Food Services | 13.0-53100.0-00000-37000-5310-7490000 |

# Burbank Unified School District Memberships for 2026-2027

| Organization | Type of Membership | Estimated Cost 2026-27 | Funding Source | String |
|---|---|---|---|---|
| Student Television Network | Individual | $ 125.00 | JBHS | 01.0-00000.0-18005-10000-5310-4320000 |
| Super Co-Op Lodi USD (Lead Agency) | District | $ 2,200.00 | Food Services | 13.0-53100.0-00000-37000-5310-7490000 |

**Burbank Unified School District**
**Technology Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Trustees |
| FROM: | Jason Hasty, Assistant Superintendent of Business Services |
| PREPARED BY: | Lourdes Moya, Administrative Secretary I |
| SUBMITTED BY: | Lourdes Moya, Administrative Secretary I |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of Amended Software License List 2026 – 2027 |

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**Background:**
The Board of Education approved the 2026-2027 software license list on June 25, 2026. A few of the licenses listed have been updated and an amendment to these is requested.

**Discussion/Issues:**

The licenses below resulted in either a cost increase or are newly added and will be amended and updated on the master list to reflect the new fees.

Ascend Smarter Innovation
Finalsite – Blackboard / CMS Platform
Granicus Inc. – Media Manager / Peak Agenda; Encoder
Renaissance – GradeCam, SchoolCity, Progress Learning
Renaissance – Intelligence Literacy Licenses, Star Reading

**Fiscal Impact:**
The funding sources will vary. However, these applications are being funded through site or department discretionary dollars, categorical funding or gifts and donations. Please see attached list, revised costs/changes are updated in red.

**Recommendation**:
It is the recommendation of District administration that the Board of Trustees approve the Amendment to the District Membership List for 2026–2027, as presented.

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| 1Password | 1Password Business | $1,250.00 | Technology | | |
| ABCya.com | Classroom Subscription | $900.00 | McKinley | | |
| ABCya.com | Classroom Subscription | $500.00 | Stevenson | | |
| Administrative Software Applications | ASAP (Vanco) | $15,000.00 | BAS | | |
| Aeries Software | Aeries ASP | $90,500.00 | Instruction | | |
| American Registry for Internet Numbers (ARIN) | Annual Maintenance | $275.00 | Technology | | |
| American Technology Solutions Corp (ATS) | 1095-C Software | $5,050.00 | Human Resources | | |
| Amplified It LLC | GoGuardian | $1,700.00 | Instruction | | |
| Amplified It LLC | Google Workspace for Education | $48,500.00 | Instruction | | |
| Amplified It LLC | Google Suite | $36,500.00 | Instruction (Districtwide)/COVID | | |
| Amplify | Desmos Math Student License | $17,000.00 | Muir | | |
| Amplify | mClass | $55,000.00 | Instruction | | |
| Amplify Education | mClass D8 | $55,000.00 | Jefferson | | |
| Amplify Education | mClass D8 | $55,000.00 | Stevenson | | |
| AMS.NET / MGT | AVA Aware License | $3,150.00 | BAS | | |
| AMS.NET / MGT | Veeam and Wasabi Solution | $20,600.00 | Technology | | |
| AMS.NET / MGT | IBM Storage Backup System | $56,000.00 | Technology | | |
| Apex Learning | Digital Curriculum | $99,000.00 | Instruction/ELO | | |
| Apple | Slideshow Movie Maker | $50.00 | Edison | | |
| Arey Jones Educational Solutions | Lightspeed Content Filtering/Classroom Management | $30,500.00 | Technology | | |
| Arey Jones | Lightspeed Alert | $30,500.00 | Technology/Business Office | | |
| Arey Jones | Chrome Education License | $3,000.00 | Muir | | |
| Ascend Smarter Innovation | Ascend Smarter Innovation | $240.00 | Luther | | |
| Ascend Smarter Intervention | 5CCL Activity Library | $250.00 | Luther | | |
| **Ascend Smarter Innovation** | **Ascend Smarter Innovation** | **$2,785.00** | **Special Ed** | | |
| Aztec | Pharmacy Technician Training | $30,000.00 | BAS | | |
| Battle of the Books | Battle of the Books | $60.00 | Emerson | | |
| Bidding Owl | Software | $500.00 | Stevenson | | |
| Biddle Consulting Group Inc | Opac Plus & Testgenius | $3,200.00 | HR | | |
| Bitly Europe GMBH | Bitly Europe GMBH | $120.00 | Student Services | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| Blooket | Blooket Plus | $60.00 | Luther | | |
| Blooket | Blooket Plus: Friends Plan | $100.00 | Luther | | |
| Blooket | Blooket Plus | $60.00 | Emerson | | |
| Blooket | Blooket Plus | $60.00 | BHS | | |
| Bluebeam | Bluebeam | $520.00 | Bond | | |
| Boom Learning | Boom Cards | $60.00 | BHS | | |
| Breakout EDU | Breakout EDU Digital + | $150.00 | McKinley | | |
| Brainpop | Brainpop ELL | $250.00 | Edison | | |
| Brainpop | School Combo 24/7 | $3,050.00 | Luther | | |
| Brainpop | School Combo Subscription | $3,900.00 | Harte | | |
| Brainpop | Brainpop Jr teacher access | $3,900.00 | McKinley | | |
| Brainpop | School BP 24/7 | $3,100.00 | Huerta | | |
| Brainpop | School Combo Subscription | $3,900.00 | Stevenson | | |
| Burlington English | Burlington English Annual Seat | $96,000.00 | BAS | | |
| Calendly LLC | Counselor Professional Yearly Appointment System | $300.00 | BHS | | |
| California Financial Services | Keyanalytics | $60,000.00 | Business Office | | |
| California School Boards Association (CSBA) | Gamut Policy & Gamut Policy Plus | $9,700.00 | Board of Education | | |
| CANVA | CANVA | $15.00 | Huerta | | |
| CANVA | CANVA Individual Software | $120.00 | Luther | | |
| Canvas | (SCOE) | $2,000.00 | BAS | | |
| Carahsoft/SolarWinds | Remote Support Software & Maintenance | $140.00 | Food Services | | |
| Carahsoft/SolarWinds | Remote Support Software & Maintenance | $2,500.00 | Technology | | |
| Centegix | Catapultems | $1,500.00 | Roosevelt | | |
| CentralReach Holdings | CR Lifted EDU/Custom Fidelity Package | $9,000.00 | Special Ed | | |
| CDW Amplified | Google Workspace for Education | $49,000.00 | Instruction | | |
| CDW-G | Little SIS for Google Classroom | $1,900.00 | Instruction | | |
| CharacterStrong | MS SEL and Character Development | $1,000.00 | Luther | | |
| CLI Solutions | CI Badge ASAP | $400.00 | BAS | | |
| Committee for Children | SS Gr El-5 Media | $3,000.00 | Student Servicecs/LCFF | | |
| Committee for Children | Second Step site license, multi-year | $9,000.00 | Muir | | |
| Committee for Children | TBD | $6,000.00 | Luther | | |
| Committee for Children | Second Step Elementary & Second Step Middle School | $90,000.00 | Instructional Services | | |
| CompTIA | CompTIA | $4,000.00 | BAS | | |
| CISCO | CISCO Digital Network Architecture Essentials - (Term 3 yrs) | $530.00 | BAS | | |
| Curriculum Associates | I-Ready Math and Reading Site License | $15,300.00 | Providencia | | |
| Creative Engine | Creative Engine - Samsung Electronics America | $350.00 | Emerson | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| Customguide | Starter Annual | $2,500.00 | BAS | | |
| Cut Time LLC | CutTime Next Gen | $1,800.00 | Instruction/Film LA | | |
| Cyber High | Credit Recovery License Agreement | $38,500.00 | Special Ed/Various | | |
| Cybersoft Technologies | PrimeroEdge | $39,500.00 | Food Services | | |
| Dassault Sytems | 3D Experience Solidworks for Makers | $240.00 | Disney | | |
| Diffit | Diffit School License | $4,600.00 | Muir | | |
| Diffit | Diffit Site License | $1,700.00 | Luther | | |
| Digicert/DNS Made Easy | TBD | $1,500.00 | Technology | | |
| Digital Scepter Corp | Falco | $24,000.00 | Technology | | |
| Digital Scepter Corp | Palo Alto | $22,000.00 | Technology | | |
| Digital Scepter Corp | Next Generation Firewall | $256,190.92 | Technology | | |
| DMARCLY (Netflare Inc.) | Email Security, Authentication | $500.00 | Technology | | |
| DNS Made Easy | DNS | $100.00 | Technology | | |
| Document Tracking Services | DTS | $9,500.00 | Instruction/CAASPP | | |
| Docusign | Standard Plan | $350.00 | Special Ed/Workability Program | | |
| Dorian Business Systems | Charms Account | $2,000.00 | Instruction/Film LA | | |
| Dreambox | Reading Plus | $7,250.00 | Muir | | |
| Droplet | Droplet | $6,500.00 | Fiscal Services | | |
| Ed Club | Typing Club License | $1,900.00 | McKinley | | |
| Edmentum | Ed Options Academy Standard | $8,000.00 | Instruction | | |
| Edmentum | Pilot Program | $7,000.00 | BAS | | |
| Edmentum, Inc. | Coursewear | $3,200.00 | BAS | | |
| Edmentum | Apex Learning Tutorials | $86,000.00 | BAS | | |
| Edmentum | Apex Learning Tutorials | $30,000.00 | Monterey | | |
| Edpuzzle, Inc. | Pro School Site License | $3,000.00 | Luther | | |
| Edpuzzle, Inc. | Pro School Site License/Pro Teacher | $3,000.00 | Monterey | | |
| Electude | Automotive Essentials | $3,000.00 | K-12 LAVC/Instruction (JBHS) | | |
| ELT Buzz | ELT Buzz 1 Year Teacher Subscription | $30.00 | Luther | | |
| EMS-LINQ | Website Hosting - School Nutrition and Fitness (Isite) | $1,300.00 | Food Services | | |
| Epicor Software Corp | DocStar | $4,000.00 | HR | | |
| ESGI | ESGI 12-Month License | $500.00 | Stevenson | | |
| Essential Education | Spanish GED | $12,000.00 | BAS | | |
| Everway | Read & Write | $110,000.00 | Special Ed | | |
| Everyday Speech | Complete Guided Therapy | $8,000.00 | Special Ed | | |
| ExploreLearning LLC | School Gizmos Science Department License | $4,700.00 | Luther | | |
| ExploreLearning LLC | Reflex, Gizmos, Science Dept | $6,500.00 | Muir | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| **Finalsite** | **Blackboard / CMS Platform** | **$ 60,000.00** | **Technology** | | |
| Flocabulary | Flocabulary Lite Access Plan | $140.00 | Stevenson | | |
| Follet School Solutions | Follet Library Licenses | $20,350.00 | Instruction | | |
| Form Approvals | G Suite Individual Subscription | $100.00 | BHS | | |
| Form Approvals | Automated Approval Workflows/Google Forms | $100.00 | Technology | | |
| Form Approvals | G Suite Approval Workflow | $200.00 | Fiscal Services | | |
| Formative | Software | $200.00 | BHS | | |
| Freckle | TBD | $3,500.00 | Stevenson | | |
| Freshworks Inc | Freshservice & Freshcaller | $23,000.00 | Technology | | |
| Freshworks Inc | Business Agents | $24,000.00 | Facilities | | |
| Frontline Technologies (CRS) | Absence & Substitute Management | $33,500.00 | HR/Districtwide | | |
| Game Salad | Student Licenses | $1,000.00 | Instruction/Perkins/JBHS | | |
| Get Movin' | Get Movin' | $500.00 | Emerson | | |
| Gimkit.com | Gimkit Pro | $200.00 | Luther | | |
| Gizmos | TBD | $3,525.00 | Dolores Huerta | | |
| GoDaddy.com | Domain Name Renewal | $175.00 | JBHS | | |
| GoDaddy.com | Domain Name Renewal | $1,700.00 | Technology | | |
| GoNoodle Plus | GoNoodle Plus | $1,500.00 | Roosevelt | | |
| **Granicus Inc** | **Media Manager/Peak Agenda; Encoder** | **$45,000.00** | **Districtwide/Superintendent** | | |
| Gray Step Software | ASBWorks | $6,000.00 | BHS, JBHS, Huerta, Luther, Muir | | |
| Houghton Mifflin | English 3D with Writable | $8,000.00 | BHS | | |
| Illuminate Education | Assessment Software and Item Bank (School City) | $115,000.00 | Instruction/COVID | | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $18,000.00 | Instruction/Elementaries | | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $4,500.00 | Intruction/McKinley | | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $1,100.00 | Instruction/Jefferson | | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $7,100.00 | Instruction/Emerson | | |
| Imagine Learning | Imagine Language & Literacy Annual Student License | $3,500.00 | Instruction/Jefferson | | |
| Instructure (Parchment) | Parchment Sender Services | $18,500.00 | BHS/JBHS | | |
| Interstellar/Arete Labs | Class Match | $150.00 | Harte | | |
| Interstellar/Arete Labs | Class Match | $150.00 | McKinley | | |
| IsDown | Status Page | $1,900.00 | Technology | | |
| IXL Learning | Enrichment Resources Math | $14,500.00 | Dolores Huerta | | |
| IXL Learning | Enrichment Resource English | $6,000.00 | Dolores Huerta | | |
| IXL Learning | IXL Site License | $700.00 | Dolores Huerta | | |
| IXL Learning | Math Site License | $800.00 | Instruction-STEM/BCDS | | |
| IXL Learning | Site License | $8,100.00 | McKinley | | |
| IXL Learning | IXL Site License IXL Foundations I & II | $2,500.00 | Sp Ed/BHS | | |
| IXL Learning | Math Site License | $21,500.00 | Luther | | |
| JAMF Software | JAMF Pro Casper Suite | $30,000.00 | Technology | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| Jolly Phonics | TBD | $600.00 | Washington | | |
| Kahoot! | Kahoot! EDU Licenses | $2,800.00 | Luther | | |
| Kahoot! | Kahoot! + Gold | $150.00 | Muir | | |
| KAMI | KAMI Teacher Plan | $100.00 | JBHS | | |
| KAMI | KAMI Teacher Plan | $100.00 | Mag Park | | |
| KAMI | KAMI Teacher Plan | $200.00 | Edison | | |
| KAMI | KAMI Teacher Plan | $100.00 | Muir | | |
| Kuta Software | Math Site License | $1,350.00 | BHS | | |
| Learning A-Z | Reading A-Z; RAZ-Kids | $500.00 | Disney | | |
| Learning A-Z | RAZ-Plus | $3,000.00 | Stevenson | | |
| Lesson Pix | Licenses | $325.00 | Special Ed | | |
| Librarything.com | Tiny Cat | $250.00 | Miller | | |
| Linguistics Inc. | Pace AI | $60,000.00 | BAS | | |
| Literary Minnesota | Northstar | $1,000.00 | BAS | | |
| Luma Booth | Luma Booth / dslr Booth | $2,000.00 | Stevenson | | |
| Mail Chimp | Software | $1,000.00 | Stevenson | | |
| Marsh Media | Just Around the Corner | $800.00 | Instruction | | |
| Minga Solutions | Minga Hall Pass | $11,000.00 | Instruction | | |
| Mitchell 1 | Prodemand | $1,100.00 | Facilities | | |
| Moby Max | MobyMax All Student License | $9,500.00 | Special Ed | | |
| Mote Technologies, Inc. | Mote Unlimited | $60.00 | BHS | | |
| Mote Technologies, Inc. | Mote Unlimited | $25.00 | JBHS | | |
| Movavi Software Inc. | Movavi Software | $40.00 | Jefferson | | |
| Music Play | Music Play / Themed and Variations Inc. | $200.00 | Edison | | |
| Mystery Science Inc. | School Membership | $1,000.00 | Edison | | |
| Mystery Science Inc. | School Membership | $2,000.00 | Stevenson | | |
| N2Y | News 2 You, Symbolstix, L3 Skills | $23,500.00 | Special Ed | | |
| N2Y | Unique Learning System | $32,600.00 | Special Ed | | |
| N2Y | Polaris | $7,700.00 | Special Ed | | |
| National Health Carreer | Billing and Coding (CBCS) Pathway | $13,000.00 | BAS | | |
| Nearpod | Flocabulary Site License | $3,000.00 | Disney | | |
| Nearpod | Nearpod Site License | $5,500.00 | Huerta | | |
| Nearpod | Nearpod Gold License | $100.00 | JBHS | | |
| Nearpod | Flocabulary Site License | $3,000.00 | Muir | | |
| Nearpod | Nearpod Site License | $5,000.00 | Muir | | |
| Nearpod | Flocabulary Site License | $150.00 | Stevenson | | |
| New Readers Press | Engen | $3,750.00 | BAS | | |
| Newsela | Newsela Licenses | $5,000.00 | McKinley | | |
| Noredink Corp. | NoRedInk Premium Site License | $5,500.00 | Muir | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| NTT | Cisco Wireless Controller System Maintenance & Software | $24,200.00 | Technology | | |
| NTT | Smartnet for Network Equipment | $12,500.00 | Technology | | |
| NTT | CISCO Flex EAPL On-premises Calling | $106,000.00 | Technology | | |
| NTT | Informacast Notification Maintenance (Singlewire) | $15,000.00 | Technology | | |
| Parchment | Parchment Sender Services | $12,750.00 | BHS/JBHS | | |
| Pear Deck | Building-Wide Premium Service | $3,150.00; $150 | Luther | | |
| Pear Deck | Pear Deck Premium | $250.00 | Muir | | |
| Pearson Assessment | License subscription | $50.00 | Special Ed | | |
| Pitsco Education | Expeditions/Microburst Learning Student License | $4,600.00 | Instruction/Perkins/Luther | | |
| Pitsco Education | D X-Plane | $100.00 | Instruction/STSEM/Luther | | |
| Planetbids | Planetbids | $40,050.00 | Purchasing | | |
| Podbean | Podbean | $125.00 | JBHS | | |
| Project Lead The Way | Computer Science for Innovators and Makers | $2,500.00 | Instruction/Perkins/Muir | | |
| Project Read | Professional - Decodable Generator | $200.00 | Edison | | |
| Project Wayfinder | Wayfinder Care Curriculum | $2,500.00 | Muir | | |
| Quizzizz.com | Quizzizz Individual Plan | $200.00 | Luther | | |
| Quizzizz.com | Quizzizz Individual Plan | $150.00 | Huerta | | |
| Raptor Technologies | Visitor Mngmnt Access Fee | $13,125.00 | HR | | |
| Raptor Technologies | Raptor Emergency Management Full Suite (4 Modules) | $65,200.00 | HR | | |
| Read Naturally Inc | Read Naturally Live | $3,000.00 | Special Ed | | |
| Read Naturally Inc | Read Naturally Live | $100.00 | Washington | | |
| Readtheory Education Svc | Pro Plan | $200.00 | BAS | | |
| Red River Press | ELLII | $15,000.00 | BAS | | |
| Register.com | Domain Name Renewal | $400.00 | Technology | | |
| Renaissance Learning | Accelerated Reader/STAR | $6,500.00 | Disney | | |
| Renaissance Learning | Accelerated Reader/STAR | $6,000.00 | Edison | | |
| Renaissance Learning | Accelerated Reader/STAR & Math | $9,200.00 | Jefferson | | |
| Renaissance Learning | Accelerated Reader/STAR - Lalilo, Freckle | $10,500.00 | McKinley | | |
| Renaissance Learning | Accelerated Reader/STAR | $6,300.00 | Providencia | | |
| Renaissance Learning | Accelerated Reader/STAR - Lalilo, Freckle, Star Math, Literacy | $6,000.00 | Stevenson | | |
| Renaissance Learning | Accelerated Reader/STAR | $6,000.00 | Washington | | |
| Renaissance Learning | Data Integration Maintenance Fee | $3,125.00 | Instruction/Title I | | |
| **Renaissance Learning** | **GradeCam, SchoolCity, Progress Learning** | **$108,206.12** | **Instruction** | | |
| **Renaissance Learning** | **Intelligence Literacy Licenses, Star Reading** | **$103,608.00** | **Instruction** | | |
| Renaissance/Freckle | TBD | $3,000.00 | Disney | | |
| Revision History | Revision History | $35.00 | BHS | | |
| Rundown Creator | Rundown Creator | $660.00 | JBHS | | |
| S/P2 | Construction/Automotive | $2,500.00 | Instruction/CTE | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| Samsung Electronics | Creatve Engine | $350.00 | Emerson | | |
| Schooldude | Work Order System | $30,500.00 | Facilities | | |
| Screencastify | District License | $17,000.00 | Instruction | | |
| Screencastify | Screencastify | $15.00 | Huerta | | |
| Securitech | Continental CA4K | $3,450.00 | Technology | | |
| SHI International | Adobe Creative Cloud | $45,000.00 | BAS | | |
| SHI International | Adobe Creative Suite | $55,000.00 | Instruction (Districtwide)/K-12 | | |
| SHI International | Adobe Creative Cloud Ent | $55,000.00 | Instruction (Districtwide)/K-12 | | |
| SHI International | Adobe Sign-Enterprise EDU T3 | $11,000.00 | Business Office | | |
| SLP Toolkit Yearly | SLP Toolkit Yearly | $215.00 | Special Ed | | |
| SLP Toolkit Monthly | SLP Toolkit Monthly | $75.00 | Special Ed | | |
| Slack | Business Annual Plan | $700.00 | Technology | | |
| Smartetools | Smartefinance | $64,000.00 | Business Office | | |
| Smore | Educator Pro | $200.00 | Disney | | |
| Smore | Educator Pro | $200.00 | Jefferson | | |
| Smore | Educator Pro | $200.00 | McKinley | | |
| Smore | Educator Pro | $200.00 | BHS | | |
| Softchoice Corp | PRTG Network Monitor | $9,000.00 | Technology | | |
| Softchoice Corp | Microsoft Licensing | $130,000.00 | Technology | | |
| Softchoice Corp | Sophos | $65,000.00 | Technology | | |
| Softchoice Corp | Microsoft 365 CoPilot EDU/Vizioplan2 EDU | $300.00 | Technology | | |
| Soundboard Studio | Soundboardstudio.com | $10.00 | Edison | | |
| Soundboard Studio | Soundboardstudio.com | $60.00 | Stevenson | | |
| Spotify USA | Spotify Premium with Hulu, multiple | $225.00 | JBHS | | |
| Stardock | Fences | $10.00 | Fiscal Services | | |
| Starfall | Starfall Education Schoolwide Subscription | $375.00 | Edison | | |
| Starfall | Starfall Education Schoolwide Subscription | $375.00 | Miller | | |
| Student Televison Network | Student Television Network | $125.00 | JBHS | | |
| Survey Monkey | Advantage Annual Plan | $400.00 | Luther | | |
| Telemedcore | Telemedcore | $60,000.00 | BAS | | |
| Texthelp Inc | Equatio | $700.00 | Special Ed | | |
| The Pocket Lab | Notebook Pro Subscription | $300.00 | Dolores Huerta | | |
| The STEM Academy | STEM 101 Intro to English | $4,000.00 | Instruction/CTEIG | | |
| The Zones of Regulation | Digital Curriculum | $250.00 | Jefferson | | |
| Tools To Grow | Subscription | $225.00 | Special Ed | | |
| Tools To Grow | Full Premium Individual | $600.00 | Special Ed | | |
| Tools4Ever | User Management & Password Reset/NIM | $ 22,000.00 | Technology | | |
| Tools4Ever | Onboarding Module | $ 1,000.00 | Technology | | |
| Toon Boom | Toon Boom | $32,500.00 | Instruction (High Schools)/K12 | | |

| *VENDOR* | *LICENSE NAME* | *ESTIMATED COST 2026-27* | *FUNDING SOURCE/SITE* | | |
|---|---|---|---|---|---|
| Total Aptitude | Annual Mobile App Hosting | $1,000.00 | Dolores Huerta | | |
| Total Aptitude | Annual Mobile App Hosting | $1,000.00 | JBHS | | |
| Total Aptitude | Annual Hosting Plan | $1,000.00 | McKinley | | |
| Total Aptitude | Annual Hosting Plan | $1,000.00 | Washington | | |
| Total Aptitude | Annual Mobile App Hosting | $1,000.00 | Edison | | |
| Total Aptitude | Annual Hosting Plan | $1,000.00 | Muir | | |
| Total Aptitude | Annual Mobile App Hosting | $1,000.00 | Emerson | | |
| Touchmath | K & GR 1 Standards Based Basic Collection | $2,800.00 | Washington | | |
| Transfrvf | VR Headsets | $20,000.00 | BAS | | |
| Typing.com | Annual License | $700.00 | Muir | | |
| Typing.com | Annual License | $60.00 | BHS | | |
| Typing Club | Typing Club (student licenses) | $1,900.00 | McKinley | | |
| Ultimateslp | UltimateSLP.com | $2,500.00 | Special Ed | | |
| WeVideo | WeVideo Educational Annual Subscription | $2,000.00 | Stevenson | | |
| Xello | Springboard | $900.00 | Special Ed | | |
| You Can Book Me | 1 License | $150.00 | Instruction | | |
| You Science | Career Skills Certification | $10,000.00 | Instruction/CTEIG | | |
| Yusair | Evolo AI | $15,000.00 | BAS | | |
| Zing Apps LLC | Mobile App Service & Hosting | $1,400.00 | Luther | | |
| Zoom Video Comm | District License | $21,000.00 | Instruction | | |
| Zoom Video Comm | Zoom Room | $450.00 | Tech/Board Room | | |
| Z-Space | Annual Licenses - Secondary (2 years) | $14,000.00 | CTEIG/K-12 LAVC | | |
| **Estimated total** | | **$3,747,800.04** | | | |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 25002346 | HART DESIGN BUILD, INC. | C/O 8: INCREASE BY $85,456.27 (BOARD APPROVED 6/4/26); CARRYOVER PO; 2425-003; AQUATIC CENTER MODERNIZATION AT BURBANK HIGH; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 11/21/24 | FACILITIES SERVICES | 400 | $2,415,381.84 |
| 25003342 | MASSADI ENTERPRISES | C/O 1: INCREASE BY $8,600.00; BOARD APPROVED 6/4/26; CARRYOVER PO; PROFESSIONAL SERVICES AGREEMENT; INSPECTOR OF RECORD; COMMUNITY REDEVELOPMENT FUNDS; BOARD APPROVED 1/16/25 | FACILITIES SERVICES | 400 | $140,200.00 |
| 26000269 | HD SUPPLY, INC. | C/O 6: INCREASE BY $10,000.00; 2025-26 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $65,000.00 |
| 26000277 | BMC WEST LLC | C/O 1: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $6,000.00 |
| 26000332 | ICS SERVICE CO. | C/O 1: INCREASE BY $151.51; 2025-26 BLANKET ORDER; CELLULAR SERVICE FOR FIRE ALARM MONITORING; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,751.51 |
| 26000406 | CANON FINANCIAL SERVICES, INC. | C/O 2: INCREASE BY $4,900.00; 2025-26 BLANKET ORDER; PRINTER MAINTENANCE CHARGES; BOARD APPROVED 2/2/23 & 6/20/24 | FISCAL SERVICES | 010 | $70,500.00 |
| 26000496 | LINGUABEE LLC | C/O 2: INCREASE BY $20,000.00; PROFESSIONAL SERVICES AGREEMENT; INTERPRETING AND TRANSLATING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/7/26 | SPECIAL EDUCATION | 010 | $261,000.00 |
| 26000586 | JPMORGAN CHASE BANK | C/O 2: INCREASE BY $1,518.85; 2025-26 BLANKET ORDER; TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $6,518.85 |
| 26000613 | AMAZON CAPITAL SERVICES | C/O 7: REDUCE BY $568.91; 2025-26 BLANKET ORDER; CLASSROOM SUPPLIES AND MATERIALS | BRET HARTE ELEMENTARY | 010 | $11,631.09 |
| 26000625 | MYBASEPAY USA LLC | C/O 1: INCREASE BY $17,935.00; PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED TEACHER; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/7/26 | SPECIAL EDUCATION | 010 | $163,208.50 |
| 26000745 | FIRST STUDENT, INC | C/O 1: INCREASE BY $619,000.00; BOARD APPROVED 6/4/26; STUDENT TRANSPORTATION FOR QUALIFIED STUDENTS; SPECIAL EDUCATION TRANSPORATION FUNDS; BOARD APPROVED 8/11/25 | SPECIAL EDUCATION | 010 | $4,425,332.20 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26000967 | COVELO GROUP INC. | C/O 1: INCREASE BY $32,000.00; CONSULTANT AGREEMENT; HEALTH SERVICES; BOARD APPROVED 6/25/26 | Student Services | 010 | $122,000.00 |
| 26001377 | SIGNAL HILL AUTO ENTERPRISES, INC. | C/O 2: INCREASE BY $20,000.00; CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $92,000.00 |
| 26001454 | JPMORGAN CHASE BANK | C/O 2: INCREASE BY $262.83; C/O 1: REDUCE BY $9,500.00; BLANKET PO FOR P-CARD PURCHASES; ELOP FUNDS | CHILD DEVELOPMENT SERVICES | 010 | $5,762.83 |
| 26001477 | JPMORGAN CHASE BANK | C/O 1: INCREASE BY $17,299.21; PCARD PURCHASES | SUPERINTENDENT ´S OFFICE | 010 | $24,299.21 |
| 26001603 | SOUTHWEST SCHOOL & OFFICE SUPPLY | C/O 1: INCREASE BY $568.91; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS | BRET HARTE ELEMENTARY | 010 | $1,568.91 |
| 26002188 | JPMORGAN CHASE BANK | C/O 3: INCREASE BY $15,000.00; 2025-26 BLANKET ORDER; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $33,000.00 |
| 26002437 | GAMETIME | C/O 1: INCREASE BY $9,373.72; BOARD APPROVED 5/21/26; PLAYGROUND RETROFIT AND REPAIRS AT MILLER ELEMENTARY SCHOOL; BOND FUNDS; BOARD APPROVED 12/18/25 | FACILITIES SERVICES | 210 | $27,354.67 |
| 26002517 | CCCEN GROUP | C/O 1: INCREASE BY $ 75,000.00; CONSULTANT AGREEMENT; PAYROLL SERVICES; BOARD APPROVED 6/18/26 | DISTRICT OFFICE | 010 | $150,000.00 |
| 26002689 | THE GARLAND COMPANY, INC. | ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/5/2026 | EDISON ELEMENTARY | 210 | $95,530.24 |
| 26002772 | AREY JONES EDUCATIONAL SOLUTIONS | C/O 1: REDUCE BY $8,938.58; COMPUTER EQUIPMENT; TITLE I FUNDS | MUIR MIDDLE SCHOOL | 010 | $31,045.84 |
| 26002971 | JPMORGAN CHASE BANK | C/O 2: INCREASE BY $169.63; 2025-26 BLANKET ORDER; CLASSROOM, OFFICE, AND EVENT SUPPLIES | MC KINLEY ELEMENTARY | 010 | $3,299.16 |
| 26003028 | JPMORGAN CHASE BANK | C/O 1: INCREASE BY $240.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS | EMERSON ELEMENTARY | 010 | $2,240.00 |
| 26003052 | AMAZON CAPITAL SERVICES | C/O 2: DECREASE BY $ 1,121.00; CLASSROOM EQUIPMENT; AMS FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $0.11 |
| 26003075 | ECOLAB | C/O 1: REDUCE BY $43.21; CUSTODIAL SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $493.60 |
| 26003126 | ACCUCUT, LLC | C/O 1: REDUCE BY $ 719.47; CLASSROOM SUPPLIES; AMS FUNDS | DISNEY ELEMENTARY | 010 | $1,694.96 |
| 26003142 | BOOSTER ENTERPRISES INC. | C/O 1: REDUCE BY $19,200.00; CONSULTANT AGREEMENT; FUND RUN ACTIVITY; FRC ELEMENTARY FUNDS; BOARD APPROVED 4/16/26 | EDISON ELEMENTARY | 010 | $5,000.00 |
| 26003171 | CRABTREE PUBLISHING COMPANY | C/O 1: REDUCE BY $39.76; BOOKS; TITLE I FUNDS | EMERSON ELEMENTARY | 010 | $148.48 |
| 26003223 | JPMORGAN CHASE BANK | C/O 1: INCREASE BY $4,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MUIR MIDDLE SCHOOL | 010 | $24,000.00 |

# BURBANK UNIFIED SCHOOL DISTRICT

## BOARD DETAIL REPORT



**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26003234 | AIRBRUSH IMAGES INC | C/O 1: CANCEL PO; DANCE MAT; ACCOUNTS RECEIVABLE | BURBANK HIGH SCHOOL | 010 | $3,596.78 |
| 26003237 | KEY CODE MEDIA, INC. | C/O 1: REDUCE BY $220.54; STAGE PRODUCTION EQUIPMENT; AMS FUNDS | BURBANK HIGH SCHOOL | 010 | $22,990.55 |
| 26003251 | CITY OF BURBANK | C/O 1: INCREASE BY $1,515.00; FIRE SAFETY FOR GRADUATION | INSTRUCTIONAL SERVICES | 010 | $2,730.00 |
| 26003264 | TOTAL CORPORATE SECURITY LLC | C/O 1: REDUCE BY $1,854.00; SECURITY OFFICERS FOR GRADUATION | INSTRUCTIONAL SERVICES | 010 | $2,304.00 |
| 26003353 | WILLIAM V MACGILL & COMPANY | C/O 1: REDUCE BY $46.03; HEALTH SUPPLIES; ELOP FUNDS | MC KINLEY ELEMENTARY | 010 | $372.79 |
| 26003354 | WILLIAM V MACGILL & COMPANY | C/O 2: ADD BACK LINE ITEM 11 TO PO; HEALTH SUPPLIES; ELOP FUNDS | MILLER ELEMENTARY | 010 | $418.82 |
| 26003355 | WILLIAM V MACGILL & COMPANY | C/O 1: REDUCE BY $46.03; HEALTH SUPPLIES; ELOP FUNDS | STEVENSON ELEMENTARY | 010 | $372.79 |
| 26003356 | WILLIAM V MACGILL & COMPANY | C/O 1: REDUCE BY $46.03; HEALTH SUPPLIES; ELOP FUNDS | JEFFERSON ELEMENTARY | 010 | $372.79 |
| 26003424 | GROGAN-COLLAZOS, TRACY | REIMBURSEMENT TO TEACHER FOR SOFTWARE | BURBANK HIGH SCHOOL | 010 | $175.81 |
| 26003439 | KENNELYN, CELESTE | REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT; GIFT AND GENERAL FUNDS | PROVIDENCIA ELEMENTARY | 010 | $1,704.06 |
| 26003447 | FLEWELLING & MOODY INC | PROFESSIONAL SERVICES AGREEMENT; ARCHITECTURE SERVICES FOR SHADE STRUCTURE AT DISNEY ELEMENTARY; BOND FUND; BOARD APPROVED 5/21/26 | FACILITIES SERVICES | 210 | $30,000.00 |
| 26003448 | FLEWELLING & MOODY INC | PROFESSIONAL SERVICES; ARCHITECTURAL SERVICES FOR WATER MAIN REPLACEMENT AT MUIR MIDDLE SCHOOL; BOND FUNDS; BOARD APPROVED 5/21/26 | FACILITIES SERVICES | 210 | $4,000.00 |
| 26003449 | DECKER EQUIPMENT/SCHOOL FIX | CUSTODIAL EQUIPMENT AND SUPPLIES; ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $1,911.08 |
| 26003450 | SUNBELT CONTROLS INC | FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,039.00 |
| 26003451 | ANAHEIM LAWNMOWER SHOP & WELDING LLC | GROUNDS EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $463.23 |
| 26003452 | UNITED SITE SERVICES | C/O 1: INCREASE BY $325.98: PORTABLE TOILET AND CLEANING SERVICES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $458.58 |
| 26003453 | DEPARTMENT OF INDUSTRIAL RELATIONS | CONVEYANCE INSPECTION FEES FOR BRET HARTE ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $225.00 |
| 26003454 | WELLS FARGO FINANCIAL LEASING, INC. | DISTRICT-WIDE COPIER AND PRINTER LEASE; BOARD APPROVED 5/7/26 | FISCAL SERVICES | 010 | $19,941.47 |
| 26003455 | RK PHYSICAL THERAPY SERVICES PC | PROFESSIONAL SERVICES AGREEMENT; PHYSICAL THERAPY FOR STUDENTS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 8/15/24 | SPECIAL EDUCATION | 010 | $11,780.00 |

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26003456 | BEYNON SPORTS SURFACES INC | 2526-023: TRACK RESURFACING AT BURBANK HIGH; CAPITAL FACILITIES FUNDS; BOARD APPROVED 5/21/26 | FACILITIES SERVICES | 250 | $463,687.00 |
| 26003457 | ULINE - Attn: ACCOUNTS RECEIVABLES | FACILITIES SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,128.89 |
| 26003458 | ELEVATE K12 LEADERSHIP, LLC. | REIMBURSEMENT TO ASSISTANT SUPERINTENDENT FOR FOOD FOR EVENT | BUSINESS OFFICE | 010 | $293.85 |
| 26003459 | FERGUSON, MARTHA | CONSULTANT AGREEMENT; MUSIC INSTRUCTION; AMS FUNDS; BOARD APPROVED 5/7/26 | INSTRUCTIONAL SERVICES | 010 | $7,000.00 |
| 26003460 | RALUY MARTINEZ, LISA | REIMBURSEMENT TO TEACHER FOR SERVE SAFE CERTIFICATION; CTE UNRESTRICTED FUNDS | INSTRUCTIONAL SERVICES | 010 | $295.00 |
| 26003461 | HATCH, ROBIN | REIMBURSEMENT TO PRINCIPAL FOR FOOD FOR EVENT; GIFT FUNDS | DOLORES HUERTA MIDDLE SCHOOL | 010 | $312.56 |
| 26003462 | SLIM JPA C/O LAS VIRGENES USD | SEPARATION AGREEMENT; BOARD APPROVED 12/21/2017 | FISCAL SERVICES | 010 | $21,032.27 |
| 26003463 | LINCOLN AQUATICS | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | BURBANK HIGH SCHOOL | 010 | $355.45 |
| 26003464 | SCHOOL SERVICES OF CALIFORNIA INC | CONSULTANT AGREEMENT; HUMAN RESOURCES ASSISTANCE; BOARD APPROVED 6/25/26 | PERSONNEL SERVICES | 010 | $4,355.00 |
| 26003465 | MULTI - HEALTH SYSTEMS | TESTING MATERIALS | SPECIAL EDUCATION | 010 | $393.75 |
| 26003466 | ACCO ENGINEERED SYSTEMS | HVAC SERVICE AT WASHINGTON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,622.00 |
| 26003467 | MASSADI ENTERPRISES | PROFESSIONAL SERVICES AGREEMENT; INSPECTOR OF RECORD; CAPITAL FACILITIES FUNDS; BOARD APPROVED 6/4/26 | FACILITIES SERVICES | 250 | $7,200.00 |
| 26003468 | DROPLET SOLUTIONS, INC. | SOFTWARE LICENSE; BOARD APPROVED 3/26/26 | FISCAL SERVICES | 010 | $12,500.00 |
| 26003469 | AMTECH ELEVATOR SERVICES | ELEVATOR REPAIR AT BURBANK HIGH; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,275.00 |
| 26003470 | DEVORE, ADAM | REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT | DOLORES HUERTA MIDDLE SCHOOL | 010 | $45.71 |
| 26003471 | JPMORGAN CHASE BANK | CONFERENCE FEES | SUPERINTENDENT ´S OFFICE | 010 | $7,000.00 |
| 26003472 | AMAZON CAPITAL SERVICES | STAFF ATTIRE; FILM LA FUNDS | INSTRUCTIONAL SERVICES | 010 | $323.71 |
| 26003473 | ULINE - Attn: ACCOUNTS RECEIVABLES | FACILITIES SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,128.89 |
| 26003474 | TYERMAN'S AUTOMOTIVE | FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $225.00 |
| 26003475 | APPLE COMPUTER ED SALES | COMPUTER EQUIPMENT; SPED-IDEA MENTAL HEALTH FUNDS | SPECIAL EDUCATION | 010 | $2,949.27 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26003476 | TELEMEDCORE | SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 5/21/26 AND AMENDED 6/25/26 | BURBANK ADULT SCHOOL | 110 | $52,500.00 |
| 26003477 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; PERKINS GRANT | INSTRUCTIONAL SERVICES | 010 | $3,369.37 |
| 26003478 | SCHOWENGERDT, ANDREA | REIMBURSEMENT TO OFFICE MANAGER FOR SOFTWARE; FRC ELEMENTARY FUNDS | STEVENSON ELEMENTARY | 010 | $406.00 |
| 26003479 | LINCOLN AQUATICS | FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | BURBANK HIGH SCHOOL | 010 | $81.26 |
| 26003480 | CRYSTAL ROBBINS | CONSULTANT AGREEMENT; THEATER ARTS INSTRUCTION; BAEF FUNDS; BOARD APPROVED 3/26/26 | MILLER ELEMENTARY | 010 | $500.00 |
| 26003481 | EXPRESS READERS INC | CONSULTANT AGREEMENT; LITERACY SUPPORT; TITLE I FUNDS; BOARD APPROVED 4/16/26 | MILLER ELEMENTARY | 010 | $1,687.50 |
| 26003482 | ADORAMA CAMERA | COMPUTER EQUIPMENT; PERKINS GRANT | INSTRUCTIONAL SERVICES | 010 | $3,925.69 |
| 26003483 | JPMORGAN CHASE BANK | CONFERENCE FEES; CTE UNRESTRICTED AND FILM LA FUNDS | INSTRUCTIONAL SERVICES | 010 | $7,051.50 |
| 26003484 | PATRIOT FIRE PROTECTION | ANNUAL FIRE EXTINGUISHER SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $14,102.00 |
| 26003485 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; PERKINS GRANT | INSTRUCTIONAL SERVICES | 010 | $3,954.75 |
| 26003486 | B & H FOTO & ELECTRONICS CORP | C/O 1: REDUCE BY $23.78; AUDIO VIDEO SUPPLIES; PERKING GRANT | INSTRUCTIONAL SERVICES | 010 | $1,975.74 |
| 26003487 | ST. FINBAR PARISH SCHOOL | REIMBURSEMENT TO ST FINBAR SCHOOL FOR CONSULTANT FEES | INSTRUCTIONAL SERVICES | 010 | $750.00 |
| 26003488 | LABRATS SAN DIEGO | CONSULTANT AGREEMENT; SCIENTIFIC DEMOS AND HANDS-ON EXPEREINCE FOR STUDENTS; TITLE III - LEP STUDENT PROGRAM AND TITLE I FUNDS; BOARD APPROVED 5/7/26 | MILLER ELEMENTARY | 010 | $4,750.00 |
| 26003489 | MARSH, BENJAMIN | REIMBURSEMENT TO TEACHER FOR PARKING FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $114.66 |
| 26003490 | BLANEY, MADISON | REIMBURSEMENT TO TEACHER FOR MEALS AND PARKING FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $63.50 |
| 26003491 | BANUELOS, MARK | REIMBURSEMENT TO TEACHER FOR PARKING FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $114.66 |
| 26003492 | GENDERZON, MONTEJO | REIMBURSEMENT TO TEACHER FOR MEALS AND PARKING MEAL FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $156.75 |
| 26003493 | BIRD, DAVID | REIMBURSEMENT TO TEACHER FOR PARKING FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $207.09 |
| 26003494 | MALTESE, FEDERICA | REIMBURSEMENT TO TEACHER FOR MEALS AND PARKING FEES AT CONFERENCE; TITLE II FUNDS | INSTRUCTIONAL SERVICES | 010 | $92.33 |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26003495 | COSCO FIRE PROTECTION INC | FIRE SPRINKLER REPAIR AT BURBANK HIGH; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,156.00 |
| 26003496 | DIVISION OF THE STATE ARCHITECT | DSA PLAN CHECK FEES; ADULT EDUCATION-BLOCK GRANT | FACILITIES SERVICES | 110 | $2,160.00 |
| 26003497 | ANATOMAGE, INC. | INSTRUCTIONAL EQUIPMENT AND EXTENDED WARRANTY; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/4/26 | BURBANK ADULT SCHOOL | 110 | $113,474.83 |
| 26003498 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES; PERKINS GRANT | INSTRUCTIONAL SERVICES | 010 | $818.58 |
| 26003499 | EDGE GAIN LTD | CONSULTANT AGREEMENT; STAFF TRAINING; CTEIG AND ADVANCEMENT GRANT FUNDS; BOARD APPROVED 3/26/26 | INSTRUCTIONAL SERVICES | 010 | $68,400.00 |
| 26003500 | INFINITY BACKFLOW & PLUMBING SERVICE | FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS | BURBANK HIGH SCHOOL | 010 | $975.00 |
| 26003501 | RIVERSIDE INSIGHTS | TESTING MATERIALS | INSTRUCTIONAL SERVICES | 010 | $515.30 |
| 26003502 | LOPEZ, CORIELLE | REIMBURSEMENT TO BENEFITS ANALYST FOR MILEAGE DURING TRAINING MEETINGS | PERSONNEL SERVICES | 010 | $110.46 |

**PO Count:** **95** **Total:** **$9,109,355.07**

**Printed between 06/02/2026 & 07/13/2026**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 81 | $5,722,461.81 |
| 110 | Adult Education Fund | 4 | $170,045.91 |
| 130 | Cafeteria Fund | 2 | $33,493.60 |
| 210 | Building Fund | 4 | $156,884.91 |
| 250 | Capital Facilities Fund | 2 | $470,887.00 |
| 400 | Special Res./for Cap. Outlay | 2 | $2,555,581.84 |
| | | **Total:** | **$9,109,355.07** |

# 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.
**25002346**
Show this number on invoices, packages and correspondence.

HART DESIGN BUILD, INC.



**Vendor#** 405477

**VENDOR**
HART DESIGN BUILD, INC.
3449 ANGELUS AVE
GLENDALE, CA 91208

**Phone:** (818) 482-5241 **Fax:**

**SHIP TO**
BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL
902 N. THIRD ST.
BURBANK, CA 91502-1091

**For:** FACILITIES SERVICES
COZAKOS/MAXWELL

**PO Date:** 08/28/2025 **Requested Delivery:** 06/30/2026 **Buyer Name:** David Gerharter **Req#** DAVID G2346

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #8, INCREASE BY $85,456.27 FOR A REVISED TOTAL OF $2,415,381.84 AS PER REQ R0004047.<br><br>TO FACILITATE ITEMS NOT INCLUDED IN THE ORIGINAL DESIGN AND SCOPE OF THE CONTRACT<br><br>THIS CHANGE ORDER BRINGS THE TOTAL NOT TO EXCEED AMOUNTOF THIS CONTRACT TO $3,699,394.60<br><br>BOARD APPROVED 6/4/2026<br><br>********** | 85,456.27 | 85,456.27 |
| 2 | 1 | CO | CHANGE ORDER #7, INCREASE BY $8,644.96 FOR A REVISED TOTAL OF $2,329,925.57 AS PER REQ R0003312.<br><br>TO FACILITATE ITEMS NOT INCLUDED IN THE ORIGINAL DESIGN AND SCOPE OF THE CONTRACT<br><br>THIS CHANGE ORDER BRINGS THE TOTAL NOT TO EXCEED AMOUNTOF THIS CONTRACT TO $3,613,938.33<br><br>BOARD APPROVED 5/7/2026<br><br>********** | 8,644.96 | 8,644.96 |
| 3 | 1 | CO | CHANGE ORDER #6, INCREASE BY $21,110.12 FOR A REVISED TOTAL OF $2,321,280.61 AS PER REQ R0003312.<br><br>TO FACILITATE ITEMS NOT INCLUDED IN THE ORIGINAL DESIGN | 21,110.12 | 21,110.12 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 400-90329-0-00000-85000-6250-431-0000-0000 | $2,415,381.84 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

**Contract Number**
2425-003
Public Works

| | |
|---|---|
| SUB TOTAL | $ 2,415,381.84 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 2,415,381.84 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**25003342**
Show this number on invoices, packages and correspondence.

MASSADI ENTERPRISES



**Vendor#** 401796

**VENDOR**

MASSADI ENTERPRISES
TONY MASSADI
22755 PAUL REVERE DRIVE
CALABASAS, CA 91302

**Phone:** (818) **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

**For:** FACILITIES SERVICES
COZAKOS/MAXWELL

**PO Date:** 08/26/2025 **Requested Delivery:** 02/18/2025 **Buyer Name:** David Gerharter **Req#** DAVID G 3342

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE BY $8,600.00 FOR A REVISED TOTAL OF $140,200.00 AS PER REQ R0004046.<br><br>INCREASE DUE TO SHCEDULE EXTENSIONS AS A RESULT OF MULTIPLE CHANGE ORDERS TO PROJECT.<br><br>THIS BRINGS THE TOTAL CONTRACT VALUE TO $208,600.00<br><br>BOARD APPROVED 6/4/26<br><br>**********<br>>>>CARRYOVER PO 25003342<<<<br><br>ORIGINAL AMOUNT: $200,000.00<br>EXPENDITURES: $68,400.00<br>REMAINING ENCUMBRANCE: $131.600.00<br><br>********** | 8,600.00 | 8,600.00 |
| 2 | 1 | LOT | AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND MASSADI ENTERPRISES FOR THE FOLLOWING PROFESSIONAL SERVICES:<br><br>DSA CLASS 2 INSPECTION SERVICE - INSPECTOR OF RECORD - DSA PROJECT 03-122682 (BHS AQUATIC CENTER MODERNIZATION)<br><br>TOTAL NOT TO EXCEED: $200,000.00<br><br>THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 12/16/24 | 200,000.00 | 200,000.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 400-90329-0-00000-85000-6281-431-0000-0000 | $140,200.00 |

Contracted Services

| | |
|---|---|
| SUB TOTAL | $ 140,200.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 140,200.00 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26000277**
Show this number on invoices, packages and correspondence.



**VENDOR**

BMC WEST LLC
25735 SPRINGBROOK AVE
SANTA CLARITA, CA 91350

**Phone:** (818) 842-2177 **Fax:** (818) 842-2679

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES
510 S. SHELTON STREET
BURBANK, CA 91506-2818

**For:** FACILITIES SERVICES
SERGIO RODRIGUEZ

**PO Date:** 06/16/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Terri Harvey

| 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 $6,000.00 AS PER REQ R0004097. INCREASE NEEDED DUE TO LACK OF FUNDS TO PAY OUTSTANDING INVOICES.<br><br>********** | 1,000.00 | 1,000.00 |
| 2 | 1 | EA | >>> 2025 - 2026 BLANKET ORDER <<<<br><br>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.<br><br>NOT TO EXCEED $5,000<br>INCLUDING TAXES AND SHIPPING<br><br>REFERENCE THE P.O. NUMBER ON ALL RECEIPTS, PACKING LISTS AND INVOICES.<br><br>*** SPECIAL INSTRUCTIONS ***<br>* 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.<br>* 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. | 5,000.00 | 5,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 6,000.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 6,000.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Marcela Salinas

Director of Fiscal Services

**VENDOR 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.
**26000406**
Show this number on invoices, packages and correspondence.

**Vendor#** 404886



CANON FINANCIAL SERVICES, INC.

**VENDOR**

CANON FINANCIAL SERVICES, INC.
158 GAITHER DRIVE, SUITE 200
MOUNT LAUREL, NJ 08054

**Phone:** (818) 630-8330 **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FISCAL SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** FISCAL SERVICES
ADAMS/BUSINESS OFFICE

**PO Date:** 07/02/2025 **Requested Delivery:** 07/04/2025 **Buyer Name:** David Gerharter **Req#** R0000430

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #2: INCREASE BY $4,900.00 FOR A REVISED TOTAL OF $70,500.00 AS PER REQ R0004091<br><br>INCREASE DUE TO INCREASE IN PRINT CENTER UTILIZATION<br><br>********** | 4,900.00 | 4,900.00 |
| 2 | 1 | CO | CHANGE ORDER #1: INCREASE BY $8,000.00 FOR A REVISED TOTAL OF $65,600.00 AS PER REQ R0004001<br><br>INCREASE DUE TO INCREASE IN PRINT CENTER UTILIZATION<br><br>********** | 8,000.00 | 8,000.00 |
| 3 | 1 | LOT | >>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF CANON MAINTENANCE (CLICK CHARGES)<br><br>MAINTENANCE FEES AT THE FOLLOIWNG RATES PER PAGE:<br><br>-IMAGEPRESS V700 PRINTER:<br>$0.00930 B&W & $0.0400 COLOR<br><br>-VARIOPRINT 140 PRINTERS:<br>$0.0025 B&W<br><br>APPROXIMATELY $4,800 PER MONTH / $57,600 PER YEAR<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026 | 57,600.00 | 57,600.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 010-00000-0-00000-72000-5631-740-0000-0000 | $70,500.00 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

| | |
|---|---|
| SUB TOTAL | $ 70,500.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 70,500.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26000496**
Show this number on invoices, packages and correspondence.



**VENDOR**
LINGUABEE LLC
1550 LARIMER STREET # 503
DENVER, CO 80202

**Phone:** (303) 872-9525 **Fax:**

**SHIP TO**
BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SPECIAL EDUCATION
SHEARER/TRANSLATION & INTERPRETING

**PO Date:** 07/22/2025 **Deliver By:** 07/23/2025 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #2: INCREASE P.O. # 26000496 BY $20,000 FOR A REVISED TOTAL OF $261,000 DUE TO INCREASED STUDENT SUPPORT, AS PER R0004090.<br><br>BOARD APPROVED 8/7/26<br><br>********** | 20,000.00 | 20,000.00 |
| 2 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26000496 BY $66,000.00 FOR A REVISED TOTAL OF $241,000.00 DUE TO AN INCREASE IN STUDENT NEED, AS PER R0003413.<br><br>BOARD APPROVED 4/9/26<br><br>********** | 66,000.00 | 66,000.00 |
| 3 | 1 | LOT | AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND LINGUABEE, CONSULTANT, FOR THE FOLLOWING SERVICES:<br><br>CONSULTANT WILL PROVIDE INTERPRETERS/TRANSLATORS FOR DHH SPECIAL EDUCATION STUDENTS.<br><br>CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $175,000.<br><br>PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE:<br><br>_X__ MULTIPLE PAYMENTS | 175,000.00 | 175,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 261,000.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 261,000.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Maricela Salinas

**VENDOR 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.
**26000625**
Show this number on invoices, packages and correspondence.



**VENDOR**

MYBASEPAY USA LLC
2598 E. SUNRISE BLVD, SUITE 2104
FORT LAUDERDLE, FL 33304

**Phone:** (323) 317-1625 **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SPECIAL EDUCATION
SHEARER/CREDENTIALED TEACHER

**PO Date:** 08/06/2025 **Deliver By:** 08/09/2025 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26000625 BY $17,935 FOR A REVISED TOTAL OF $163,208.50 DUE TO INCREASED CASELOAD, AS PER R0004077.<br><br>BOARD APPROVED 8/7/26<br><br>********** | 17,935.00 | 17,935.00 |
| 2 | 1 | CO | CHANGE ORDER #1: INCREASE BY $8,651 FOR A REVISED TOTAL OF $145,273.50, DUE TO AN INCREASE IN CASELOAD, THE AGENCY TEACHER WILL BE WORKING ADDITIONAL HOURS, AS PER R0002682.<br><br>BOARD APPROVED 2/5/26<br><br>********** | 8,651.00 | 8,651.00 |
| 3 | 1 | LOT | AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND MYBASEPAY USA LLC, CONSULTANT, FOR THE FOLLOWING SERVICES:<br><br>WILL PROVIDE A CREDENTIALED SPECIAL EDUCATION TEACHER<br><br>CONSULTANT AGREES TO PERFORM SERVICES AT A RATE OF $105.50 PER HOUR FOR A TOTAL NOT TO EXCEED $136,622.50.<br><br>PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE:<br><br>_X__ MULTIPLE PAYMENTS | 136,622.50 | 136,622.50 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 163,208.50 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 163,208.50 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Maricela Salinas

**VENDOR 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.
**26000745**
Show this number on invoices, packages and correspondence.



FIRST STUDENT, INC

**Vendor#** 400489

**VENDOR**

FIRST STUDENT, INC
22157 NETWORK PL
CHICAGO, IL 60673-1221

**Phone:** (818) 896-0333 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SPECIAL EDUCATION
SHEARER/TRANSPORTATION

**PO Date:** 08/19/2025 **Requested Delivery:** 08/13/2025 **Buyer Name:** David Gerharter **Req#** R0000783

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE BY $619.000.00 FOR A REVISED TOTAL OF $4,425,332.20 AS PER REQ R0003975<br><br>INCREASE DUE TO INCREASE IN QUALIFIED STUDENT RIDERS<br><br>BOARD APPROVED JUNE 4, 2026<br><br>********** | 619,000.00 | 619,000.00 |
| 2 | 1 | LOT | AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND FIRST STUDENT, INC. TO PROVIDE TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS ON AN "AS NEEDED" BASIS.<br><br>CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $3,806,332.20<br><br>PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE:<br><br>__X_ MULTIPLE PAYMENTS (LIST ALL DATES AND AMOUNTS)<br><br>MONTHLY PAYMENTS<br><br>THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 08/12/2025 THROUGH 06/30/2026.<br><br>BOARD APPROVAL DATE: 08/11/2025 | 3,806,332.20 | 3,806,332.20 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 010-07240-0-50010-36000-5812-744-0000-0000 | $4,425,332.20 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

**Contract Number**
2425-030
Contracted Services

| | |
|---|---|
| SUB TOTAL | $ 4,425,332.20 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 4,425,332.20 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26001454**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** CHILD DEVELOPMENT SERVICES
TRONCOSO / FLOSI / ATB

**PO Date:** 10/29/2025 **Deliver By:** 10/19/2025 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #2: INCREASE BY $262.83 FOR A REVISED TOTAL OF $5,762.83<br><br>INCREASE TO PAY FINAL CHARGES INCURRED SURING FY 2026<br><br>**********<br>CHANGE ORDER #1: REDUCE BY $9,500.00 FOR A REVISED TOTAL OF $5,500.00<br><br>REALLOCATION OF FUNDS BETWEEN THIS PO AND PO 26001453<br><br>**********<br>>>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF CREDIT CARD PURCHASES FOR ATB<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>_LAURA FLOSI<br>_JANETTE TRONCOSO<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $15,000.00 INCLUDING TAXES AND SHIPPING | 262.83 | 262.83 |
| 2 | 1 | CO | | -9,500.00 | -9,500.00 |
| 3 | 1 | LOT | | 15,000.00 | 15,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 5,762.83 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 5,762.83 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26001454**
Show this number on invoices, packages and correspondence.

JPMORGAN CHASE BANK



**Vendor#** 405941

**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** CHILD DEVELOPMENT SERVICES
TRONCOSO / FLOSI / ATB

**PO Date:** 10/29/2025 **Requested Delivery:** 10/19/2025 **Buyer Name:** David Gerharter **Req#** R0001492

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #2: INCREASE BY $262.83 FOR A REVISED TOTAL OF $5,762.83<br><br>INCREASE TO PAY FINAL CHARGES INCURRED SURING FY 2026<br><br>**********<br>CHANGE ORDER #1: REDUCE BY $9,500.00 FOR A REVISED TOTAL OF $5,500.00<br><br>REALLOCATION OF FUNDS BETWEEN THIS PO AND PO 26001453<br><br>**********<br>>>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF CREDIT CARD PURCHASES FOR ATB<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>_LAURA FLOSI<br>_JANETTE TRONCOSO<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $15,000.00 INCLUDING TAXES AND SHIPPING | 262.83 | 262.83 |
| 2 | 1 | CO | | -9,500.00 | -9,500.00 |
| 3 | 1 | LOT | | 15,000.00 | 15,000.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 010-26000-0-00000-37000-4710-742-0000-0000 | $5,762.83 |

Credit Card

| | |
|---|---|
| SUB TOTAL | $ 5,762.83 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 5,762.83 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26001477**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
SUPERINTENDENT´S OFFICE
1900 W. OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SUPERINTENDENT´S OFFICE
QUITERIO / SUPERINTENDENT

**PO Date:** 10/31/2025 **Deliver By:** 10/19/2025 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26001477 BY $2565.00 FOR A REVISED TOTAL OF $10,300.00 DUE TO CSBA CONFERENCE REGISTRATION, AS PER R0004087.<br><br>**********<br>>>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF P- CARD PURCHASES FOR SUPERINTENDENT'S OFFICE<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>OSCAR MACIAS<br>CINDY QUITERIO<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $15,000.00 INCLUDING TAXES AND SHIPPING | 2,565.00 | 2,565.00 |
| 2 | 1 | LOT | | 7,000.00 | 7,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 9,565.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 9,565.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26001477**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
SUPERINTENDENT´S OFFICE
1900 W. OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SUPERINTENDENT´S OFFICE
QUITERIO / SUPERINTENDENT

**PO Date:** 10/31/2025 **Deliver By:** 10/19/2025 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26001477 BY $10,299.21 FOR A REVISED TOTAL OF $17,299.21 DUE TO CSBA CONFERENCE REGISTRATION AND OTHER UNPAID CHARGES<br><br>********** | 10,299.21 | 10,299.21 |
| 2 | 1 | LOT | >>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF P- CARD PURCHASES FOR SUPERINTENDENT'S OFFICE<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>OSCAR MACIAS<br>CINDY QUITERIO<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $15,000.00 INCLUDING TAXES AND SHIPPING | 7,000.00 | 7,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 17,299.21 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 17,299.21 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26001477**
Show this number on invoices, packages and correspondence.

JPMORGAN CHASE BANK



**Vendor#** 405941

**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
SUPERINTENDENT´S OFFICE
1900 W. OLIVE AVE.
BURBANK, CA 91506-2460

**For:** SUPERINTENDENT´S OFFICE
QUITERIO / SUPERINTENDENT

**PO Date:** 10/31/2025 **Requested Delivery:** 10/19/2025 **Buyer Name:** David Gerharter **Req#** R0001485

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26001477 BY $10,299.21 FOR A REVISED TOTAL OF $17,299.21 DUE TO CSBA CONFERENCE REGISTRATION AND OTHER UNPAID CHARGES<br><br>**********<br>>>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF P- CARD PURCHASES FOR SUPERINTENDENT'S OFFICE<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>OSCAR MACIAS<br>CINDY QUITERIO<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $15,000.00 INCLUDING TAXES AND SHIPPING | 10,299.21 | 10,299.21 |
| 2 | 1 | LOT | | 7,000.00 | 7,000.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 010-00000-0-00000-27000-4310-756-0000-0000 | $17,299.21 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

Credit Card

| | |
|---|---|
| SUB TOTAL | $ 17,299.21 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 17,299.21 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26002188**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FOOD SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

**For:** FOOD SERVICES
Charly Taylor/Food Services

**PO Date:** 01/27/2026 **Deliver By:** 02/02/2026 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #3: INCREASE BY $15,000.00 FOR A REVISED TOTAL OF $33,000.00 AS PER REQ R0004067<br><br>TO COVER ADDITIONAL CHARGES FOR CONFERENCE AND JUNE PURCHASES<br><br>********** | 15,000.00 | 15,000.00 |
| 2 | 1 | CO | CHANGE ORDER #2: INCREASE BY $8,000.00 FOR A REVISED TOTAL OF $18,000.00 AS PER REQ R0002994<br><br>********** | 8,000.00 | 8,000.00 |
| 3 | 1 | CO | CHANGE ORDER #1: INCREASE BY $2,000.00 FOR A REVISED TOTAL OF $10,000.00 AS PER REQ R0002814<br><br>********** | 2,000.00 | 2,000.00 |
| 4 | 1 | LOT | 2025 - 2026 BLANKET ORDER<br><br>BLANKET ORDER TO COVER THE COST OF JP MORGAN CHASE FOOD SERVICES CARD<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>RACHEL PAGHUNASAN<br>CHARLY TAYLOR<br>TINA GIAMPIETRO<br>SHARI BURKHART | 8,000.00 | 8,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 33,000.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 33,000.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26002188**
Show this number on invoices, packages and correspondence.

JPMORGAN CHASE BANK

**Vendor#** 405941



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FOOD SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

**For:** FOOD SERVICES
Charly Taylor/Food Services

**PO Date:** 01/27/2026 **Requested Delivery:** 02/02/2026 **Buyer Name:** David Gerharter **Req#** R0002493

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #3: INCREASE BY $15,000.00 FOR A REVISED TOTAL OF $33,000.00 AS PER REQ R0004067<br><br>TO COVER ADDITIONAL CHARGES FOR CONFERENCE AND JUNE PURCHASES<br><br>********** | 15,000.00 | 15,000.00 |
| 2 | 1 | CO | CHANGE ORDER #2: INCREASE BY $8,000.00 FOR A REVISED TOTAL OF $18,000.00 AS PER REQ R0002994<br><br>********** | 8,000.00 | 8,000.00 |
| 3 | 1 | CO | CHANGE ORDER #1: INCREASE BY $2,000.00 FOR A REVISED TOTAL OF $10,000.00 AS PER REQ R0002814<br><br>********** | 2,000.00 | 2,000.00 |
| 4 | 1 | LOT | 2025 - 2026 BLANKET ORDER<br><br>BLANKET ORDER TO COVER THE COST OF JP MORGAN CHASE FOOD SERVICES CARD<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>RACHEL PAGHUNASAN<br>CHARLY TAYLOR<br>TINA GIAMPIETRO<br>SHARI BURKHART | 8,000.00 | 8,000.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 130-53100-0-00000-37000-4310-749-0000-0000 | $33,000.00 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

Credit Card

| | |
|---|---|
| SUB TOTAL | $ 33,000.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 33,000.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**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.
**26002437**
Show this number on invoices, packages and correspondence.



**VENDOR**

GAMETIME
PLAYCORE WISCONSIN INC
150 PLAYCORE DRIVE SE
FORT PAYNE, AL 35967

**Phone:** (435) 245-5055 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

**For:** FACILITIES SERVICES
Jason Hasty

**PO Date:** 02/20/2026 **Deliver By:** 03/31/2026 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER TO INCREASE P.O. # 26002437 BY $9,373.72 FOR A REVISED TOTAL OF $27,354.67 AS PER REQUISITION R0004044<br><br>DUE TO ADDITIONAL PLAYGROUND EQUIPMENT TO THE SCOPE OF WORK AS PER QUOTE FROM VENDOR DATED<br><br>THE ORIGINAL PLAYGROUND EQUIPMENT IS ALREADY IN THE PROCESS OF SHIPPING AND COULDN'T BE CANCELLED. THE ADDITIONAL EQUIPMENT IS BEING ADDED TO THE ORIGINAL SCOPE BUT UPON ARRIVAL, THE INITIAL ITEMS WILL BE RETURNED AND A DEDUCTIVE CHANGE ORDER REQUESTED. ADDITIONALLY, THE FUNDING IS BEING CHANGED TO GROWTH FUNDS TO ACCOMMODATE THE INCOMING TK PROGRAM WITH SAFE AND APPROPRIATE PLAYGROUND EQUIPMENT THAT IS REQUIRED TO BE ACCESSIBLE FOR AGES 2-5.<br><br>BOARD APPROVED MAY 21, 2026<br><br>********** | 9,373.72 | 9,373.72 |
| 2 | 1 | EA | FIELD CONTRACT 2526-016 PLAYGROUND RETROFIT AND REPAIRS AT MILLER ELEMENTARY SCHOOL<br><br>SPECIFICATIONS: COMPLETED PROJECT MUST INCLUDE ALL WORK AND SPECIFICATIONS AS IN QUOTE 116852-01 DATED NOVEMBER 20, 2025<br><br>TO SCHEDULE WORK, CONTACT JON PETRIE AT 818-729-5516, jonpetrie@burbankusd.org | 17,980.95 | 17,980.95 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

**Contract Number**
OMNIA 2017001134

| | |
|---|---|
| SUB TOTAL | $ 27,354.67 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 27,354.67 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**VENDOR 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.
**26002772**
Show this number on invoices, packages and correspondence.



**VENDOR**

AREY JONES EDUCATIONAL SOLUTIONS
1055 SIXTH AVENUE SUITE 101
SAN DIEGO, CA 92101

**Phone:** (800) 998-9199 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
WAREHOUSE
510 S. SHELTON ST.
BURBANK, CA 91506-2818

**For:** MUIR MIDDLE SCHOOL
LAMB/FELIPE/Schoolwide Use

**PO Date:** 03/31/2026 **Deliver By:** 04/07/2026 **Buyer Name:** Terri Harvey

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL B69P5UT#ABA HP FORTIS CHROMEBOOK G1i 11 INCH CHROMEBOOK AND REPLACE WITH BV0W8UT#ABA HP Fortis G1m 11 inch Chromebook MediaTek 4GB 32GB Non-<br>Touch. ORIGINAL ITEM WILL NOT BE RECEIVED BY 6/30/26.<br>********** | | |
| 1 | 89 | EA | BV0W8UT#ABA HP Fortis G1m 11 inch Chromebook MediaTek 4GB 32GB Non-Touch<br><br>TECH TAG (BLUE) #: _____ S/N: _____ ROOM #:306 TO BE DISTRIBUTED TO DIFFERENT ROOMS ON SCHOOL SITE<br><br>***PLEASE INSURE THESE ARE ALL ZTE ENROLLED WITH THE FOLLOWING TOKEN: 87d74a8d-9135-4daa-a814-21e24ce9e790<br><br>(CONTRACT: HP NASPO 23011 - All States(sans GA) 12/1/2023-6/30/2028) | 285.14 | 25,377.46 |
| | | EA | B69P5UT#ABA HP FORTIS CHROMEBOOK G1i 11 INCH CHROMEBOOK, INTEL N150 PROCESSOR, 11.6" DIAGONAL, HD (1366 X 768), SVA, ANTI-GLARE, 250 NITS, NON-TOUCH, INTEL UHD GRAPHICS, 4GB LPDDR5, 32GB, eMMC, INTEL WI-FI 6E AX211 (2X2) + BT, 2-CELL BATTERY, CHROME O5, 1 YR WARRANTY<br><br>TECH TAG (BLUE) #: _____ S/N: _____ ROOM #:306 TO BE DISTRIBUTED TO DIFFERENT ROOMS ON SCHOOL SITE<br><br>***PLEASE INSURE THESE ARE ALL ZTE ENROLLED WITH THE | 376.03 | 0.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 28,381.21 |
| SALES TAX | $ 2,664.63 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 31,045.84 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**VENDOR 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.
**26002971**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
MC KINLEY ELEMENTARY
349 W. VALENCIA AVE
BURBANK, CA 91506-3309

**For:** MC KINLEY ELEMENTARY
M. WHITE/MCKINLEY/COSTELLA

**PO Date:** 04/16/2026 **Deliver By:** 04/16/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #2: INCREASE P.O. # 26002971 BY $169.63 FOR A REVISED TOTAL OF $3299.16 DUE TO CREDIT CARD CHARGE, AS PER R0004055.<br><br>**********<br>CHANGE ORDER #1: INCREASE P.O. # 26002971 BY $129.53 FOR A REVISED TOTAL OF $3129.53 DUE TO CREDIT CARD CHARGE, AS PER R0004051.<br><br>********** | 169.63 | 169.63 |
| 2 | 1 | CO | | 129.53 | 129.53 |
| 3 | 1 | LOT | 2025 - 2026 BLANKET ORDER<br><br>BLANKET ORDER TO COVER THE COST OF personalized end of year purchases, promotion, 100 yr. celebration<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>Liz Costella<br><br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $3000 INCLUDING TAXES AND SHIPPING<br><br>**********<br>* ANY FOOD ITEMS INTENDED FOR STUDENT CONSUMPTION DURING SCHOOL HOURS MUST BE APPROVED BY FOOD SERVICES OR BY RACHEL PAGHUNASAN BEFORE PURCHASING. | 3,000.00 | 3,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 3,299.16 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 3,299.16 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003028**
Show this number on invoices, packages and correspondence.



**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
EMERSON ELEMENTARY
720 E. CYPRESS AVE.
BURBANK, CA 91501-1898

**For:** EMERSON ELEMENTARY
MAUREEN/ EMERSON CREDIT CARD

**PO Date:** 04/21/2026 **Deliver By:** 04/21/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26003028 BY $240.00 FOR A REVISED TOTAL OF $2240.00 DUE TO INCREASE IN ITEMS NEEDED, AS PER R0004079.<br><br>********** | 240.00 | 240.00 |
| 2 | 1 | LOT | 2025 - 2026 BLANKET ORDER<br><br>BLANKET ORDER TO COVER THE COST OF PURCHASES MADE WITH EMERSON'S CREDIT CARD<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>MAUREEN WILLIAMS-BAER<br>JENIFER ALMER<br>EFFECTIVE JULY 1, 2025, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $2,000.00 INCLUDING TAXES AND SHIPPING<br><br>*** SPECIAL INSTRUCTIONS ***<br>* 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.<br>* 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 | 2,000.00 | 2,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 2,240.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 2,240.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003075**
Show this number on invoices, packages and correspondence.



**VENDOR**

ECOLAB
ECOLAB PEST ELIMINATION
26252 NETWORK PLACE
CHICAGO, IL 60673-1262

**Phone:** (800) 325-1671 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FOOD SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

**For:** FOOD SERVICES
C. TAYLOR

**PO Date:** 04/23/2026 **Deliver By:** 04/30/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: REMOVE SHIPPING COST | | |
| | | | ********** | | |
| 1 | 10 | EA | DuraLoc Deck Brush, Blue. | 20.92 | 209.20 |
| | | | Brush head for scrubbing floors. Purchasing for the custodial staff at Luther for being able to clean the floors efficiently and safely. | | |
| 2 | 10 | ea | DuraLoc 54" Straight Handle, Light Wt. | 13.61 | 136.10 |
| | | | Handle that brush head attaches to. Purchasing for the custodial staff at Luther for being able to clean the floors efficiently and safely. | | |
| 3 | 10 | ea | DuraLoc Big Dipper. | 10.14 | 101.40 |
| | | | Bucket for floor cleaner chemicals. Purchasing for the custodial staff at Luther for being able to clean the floors efficiently and safely. | | |
| 4 | 1 | ea | Shipping ($50.00) | | |
| | | | ********** | | |
| | | | REFERENCE QUOTE IS ATTACHED | | |
| | | | *** SPECIAL INSTRUCTIONS *** | | |
| | | | * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG | | |
| | | | * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL | | |
| | | | * VENDOR NOTE: PLEASE SHIP DIRECTLY TO OUR SITE AS | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 446.70 |
| SALES TAX | $ 46.90 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 493.60 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003126**
Show this number on invoices, packages and correspondence.



**VENDOR**

ACCUCUT, LLC
12801 PIERCE ST STE 110
OMAHA, NE 68144

**Phone:** (800) 288-1670 **Fax:** (800) 369-1332

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
DISNEY ELEMENTARY
1220 W. ORANGE GROVE AVE.
BURBANK, CA 91506-2016

**For:** DISNEY ELEMENTARY
B. SCHWARTZ/DISNEY

**PO Date:** 04/29/2026 **Deliver By:** 05/07/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: ADD DISCOUNTS; CANCEL #16 | | |
| | | | ********** | | |
| 1 | 1 | LOT | DS138 Christmas Set #2 | 420.00 | 420.00 |
| 2 | 1 | LOT | C1808 Christmas #1 - Mini | 100.00 | 100.00 |
| 3 | 1 | EACH | G1200S Ghost #1 - Small | 55.00 | 55.00 |
| 4 | 1 | EACH | M1110L Menorah #1 - Large | 95.00 | 95.00 |
| 5 | 1 | EACH | S1808J Mask-Sugar Skull - Jumbo | 75.00 | 75.00 |
| 6 | 1 | EACH | W1250S Witch - Small | 90.00 | 90.00 |
| 7 | 1 | EACH | F1006L Face-Frankenstein - Large | 105.00 | 105.00 |
| 8 | 1 | LOT | CC108LC Flower Garden-Layering - Long Cut | 180.00 | 180.00 |
| 9 | 1 | EACH | R1020L Rainbow #1 - Large | 65.00 | 65.00 |
| 10 | 1 | EACH | Z01131S Rabbit #5 - Small | 100.00 | 100.00 |
| 11 | 1 | EACH | S1920SJ Squirrel & Acorn - Super Jumbo | 130.00 | 130.00 |
| 12 | 1 | EACH | C2530S Cupcake - Small | 75.00 | 75.00 |
| 13 | 1 | EACH | H1010L Hand #1 - Large | 90.00 | 90.00 |
| 14 | 1 | EACH | H1010S Hand #1 - Small | 90.00 | 90.00 |
| 15 | 3 | EACH | 50830 Wire Storage Rack - Holds 30 Large, Small, Mini or Series 2 Dies | 60.00 | 180.00 |
| 16 | 1 | EACH | * CANCEL * 410000N MARK 5 Roller/Tray Kit ($170) | | |
| 17 | 1 | LOT | DS231J Picture Frame Set #2 - Jumbo | 335.00 | 335.00 |
| 18 | 1 | DD | DISCOUNT ON INVOICE 62799684 | -597.46 | -597.46 |
| 19 | 1 | DD | DISCOUNT ON INVOICE 62796879 | -53.64 | -53.64 |
| | | | ********** | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 1,533.90 |
| SALES TAX | $ 161.06 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 1,694.96 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

*Maricela Salinas*

**VENDOR 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.
**26003223**
Show this number on invoices, packages and correspondence.

JPMORGAN CHASE BANK



**Vendor#** 405941

**VENDOR**

JPMORGAN CHASE BANK
NATIONAL ASSOCIATION
1111 POLARIS PARKWAY
COLUMBUS, OH 43240

**Phone:** **Fax:** (818)

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
MUIR MIDDLE SCHOOL
1111 N KENNETH RD.
BURBANK, CA 91504-4099

**For:** MUIR MIDDLE SCHOOL
B. FELIPE/JMMS / Admin Team

**PO Date:** 05/06/2026 **Requested Delivery:** 05/06/2026 **Buyer Name:** Maro Bojolyan **Req#** R0003668

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE BY $4,000.00 FOR A REVISED TOTAL OF $24,000.00 AS PER R0004098<br><br>ADDITIONAL PURCHASES MADE AT THE END OF THE YEAR<br><br>********** | 4,000.00 | 4,000.00 |
| 2 | 1 | LOT | >>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER TEH COST OF CLASSROOM AND OFFICE SUPPLIES<br><br>PERSONS AUTHORIZED TO ORDER FROM THIS PURCHASE ORDER ARE:<br><br>GREG MILLER<br>GREG MILLER CREDIT CARD:<br>4865 5900 2263 0251<br><br>BARBARA FELIPE<br>MUIR MIDDLE SCHOOL CREDIT CARD:<br>4865 5900 0196 9696<br><br>EFFECTIVE JULY 1, 2026, THROUGH JUNE 30, 2026<br><br>NOT TO EXCEED: $20,000.00 INCLUDING TAXES AND SHIPPING<br><br>********** | 20,000.00 | 20,000.00 |

| ACCOUNT NUMBER | AMOUNT |
|---|---|
| 010-00000-0-11100-10000-4310-322-0000-0000 | $24,000.00 |

| | | |
|---|---|---|
| (A) | SHIPMENT | DATE |
| (B) | SHIPMENT | DATE |
| (C) | SHIPMENT | DATE |
| (D) | SHIPMENT | DATE |
| (E) | SHIPMENT | DATE |

| | |
|---|---|
| SUB TOTAL | $ 24,000.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 24,000.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Director of 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.
**26003237**
Show this number on invoices, packages and correspondence.



**VENDOR**

KEY CODE MEDIA, INC.
DBA BURST COMMUNICATIONS
270 S. FLOWER ST.
BURBANK, CA 91502

**Phone:** (818) 303-3900 **Fax:** (818) 333-5940

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK HIGH SCHOOL
902 N. THIRD ST.
BURBANK, CA 91502-1091

**For:** BURBANK HIGH SCHOOL
Rima Armiyants

**PO Date:** 05/06/2026 **Deliver By:** 05/13/2026 **Buyer Name:** Terri Harvey

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL LINE ITEM 5 (128GB Extreme PRO UHS-II SDXC Memory Card.) PER PHONE CONVERSATION WITH KEY CODE. ITEM DISCONTINUED.<br>********** | | |
| 1 | 1 | EACH | TriCaster TC410 Plus<br>ASSET TAG (WHITE) #: _____ S/N: _____ ROOM #: ___ | 10,495.00 | 10,495.00 |
| 2 | 1 | EACH | TRAINING | 1,800.00 | 1,800.00 |
| 3 | 1 | EACH | SHIPPING AND HANDLING | 750.00 | 750.00 |
| 4 | 1 | EACH | ProTek Professional for TriCaster TC410 Plus | 945.00 | 945.00 |
| 5 | 2 | EACH | 128GB Extreme PRO UHS-II SDXC Memory Card. | | |
| 6 | 1 | EACH | 4K 1" CMOS Sensor XDCAM Camcorder<br>ASSET TAG (WHITE) #: _____ S/N: _____ ROOM #: ___ | 4,678.00 | 4,678.00 |
| 7 | 2 | EACH | 80GB CFexpress Type A TOUGH Memory Card | 199.99 | 399.98 |
| 8 | 1 | EACH | CFexpress Type A and UHS-II SD Card Reader | 59.99 | 59.99 |
| 9 | 1 | EACH | Pal Pro Teleprompter with 12" High-Brightness Monitor & 15.6" RGB-IPS 3G-SDI/HDMI Talent Monitor<br>ASSET TAG (WHITE) #: _____ S/N: _____ ROOM #: ___<br>*** SPECIAL INSTRUCTIONS *** | 1,849.00 | 1,849.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 20,976.97 |
| SALES TAX | $ 2,013.58 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 22,990.55 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

_____

**VENDOR 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.
**26003251**
Show this number on invoices, packages and correspondence.



**VENDOR**

CITY OF BURBANK
PO BOX 7145
BURBANK, CA 91510-7142

**Phone:** (818) 238-5500 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

**For:** INSTRUCTIONAL SERVICES
L. ERISMAN/BHS/JBHS - Graduation

**PO Date:** 05/07/2026 **Deliver By:** 05/10/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE P.O. # 26003251 BY $1,515.00 FOR A REVISED TOTAL OF $2,730.00 DUE TO INCREASE IN FEES CHARGED BY CITY OF BURBANK FOR FIRE SAFETY OFFICERS AT JBHS AND BHS GRADUATIONS, AS PER R0004089.<br><br>********** | 1,515.00 | 1,515.00 |
| 2 | 1 | | FIRE SAFETY OFFICER FOR JOHN BURROUGHS HIGH SCHOOL GRADUATION IN BURBANK | 607.50 | 607.50 |
| 3 | 1 | | FIRE SAFETY OFFICER FOR BURBANK HIGH SCHOOL GRADUATION IN BURBANK<br><br>**********<br>PENDING INVOICE AFTER GRADUATION | 607.50 | 607.50 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 2,730.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 2,730.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Maricela Salinas

**VENDOR 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.
**26003353**
Show this number on invoices, packages and correspondence.



**VENDOR**

WILLIAM V MACGILL & COMPANY
MACGILL DISCOUNT SCH NURSE
1000 N LOMBARD ROAD
LOMBARD, IL 60148-1232

**Phone:** (800) 323-2841 **Fax:** (800) 727-3433

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
MC KINLEY ELEMENTARY
349 W. VALENCIA AVE
BURBANK, CA 91506-3309

**For:** MC KINLEY ELEMENTARY
M. WHITE/KNAPIK/DIAZ/MCKINLEY SUMMER SCH

**PO Date:** 05/18/2026 **Deliver By:** 05/14/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL ITEM # 11<br><br>********** | | |
| 1 | 5 | EACH | 9735 1" x 3" Soft Flexible Fabric Bandages, 100/Box | 3.51 | 17.55 |
| 2 | 5 | EACH | 9734 3/4" x 3" Soft Flexible Fabric Bandages,100/Box | 3.32 | 16.60 |
| 3 | 4 | EACH | 9600 2" x 4-1/2" MacGill Flexible Bandages, 50/Box | 5.41 | 21.64 |
| 4 | 4 | EACH | 9708 Regular Fingertip Soft Flexible Fabric Bandages, 100/Box | 6.00 | 24.00 |
| 5 | 4 | EACH | 8900 3/8" x 1-1/2" Curad Plastic Mini Bandages, 100/Box | 3.13 | 12.52 |
| 6 | 3 | EACH | 8629 4" x 4" Economy Non-Woven Gauze Sponges 200/Bag | 5.42 | 16.26 |
| 7 | 3 | EACH | 19151 Large Non-Sterile Cotton Balls, 1000/Bag | 13.49 | 40.47 |
| 8 | 4 | EACH | 16361 Economy 5 Oz. Paper Cups, 100/Tube | 4.99 | 19.96 |
| 9 | 3 | EACH | 13009 Economy 3 Ply Professional Towels, 500 per case | 27.54 | 82.62 |
| 10 | 2 | EACH | 36764 Halyard Purple® Nitrile, Powder-Free Gloves, Medium | 24.23 | 48.46 |
| 11 | 5 | EACH | * CANCEL * 22104 Band-Aid® Antiseptic Cleansing Spray, 8 oz ($8.33) | | |
| 12 | 6 | EACH | 4459 Band-Aid® Antiseptic Cleansing Liquid, 6 Oz. ($4.49) | 4.49 | 26.94 |
| 13 | 1 | EACH | 13136 Economy Nitrile Goves, Large, 100/Box | 10.35 | 10.35 |
| | | | **********<br>5/18 ORDERED ONLINE<br>ORDER #: 1000075912 | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 337.37 |
| SALES TAX | $ 35.42 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 372.79 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003354**
Show this number on invoices, packages and correspondence.



**VENDOR**

WILLIAM V MACGILL & COMPANY
MACGILL DISCOUNT SCH NURSE
1000 N LOMBARD ROAD
LOMBARD, IL 60148-1232

**Phone:** (800) 323-2841 **Fax:** (800) 727-3433

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

**For:** MILLER ELEMENTARY
G. TANNER/KNAPIK/DIAZ/MILLER SUMMER SCHO(

**PO Date:** 05/18/2026 **Deliver By:** 05/14/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL 4/ 5 OF ITEM # 11<br><br>********** | | |
| 1 | 5 | EACH | 9735 1" x 3" Soft Flexible Fabric Bandages, 100/Box | 3.51 | 17.55 |
| 2 | 5 | EACH | 9734 3/4" x 3" Soft Flexible Fabric Bandages,100/Box | 3.32 | 16.60 |
| 3 | 4 | EACH | 9600 2" x 4-1/2" MacGill Flexible Bandages, 50/Box | 5.41 | 21.64 |
| 4 | 4 | EACH | 9708 Regular Fingertip Soft Flexible Fabric Bandages, 100/Box | 6.00 | 24.00 |
| 5 | 4 | EACH | 8900 3/8" x 1-1/2" Curad Plastic Mini Bandages, 100/Box | 3.13 | 12.52 |
| 6 | 3 | EACH | 8629 4" x 4" Economy Non-Woven Gauze Sponges 200/Bag | 5.42 | 16.26 |
| 7 | 3 | EACH | 19151 Large Non-Sterile Cotton Balls, 1000/Bag | 13.49 | 40.47 |
| 8 | 4 | EACH | 16361 Economy 5 Oz. Paper Cups, 100/Tube | 4.99 | 19.96 |
| 9 | 3 | EACH | 13009 Economy 3 Ply Professional Towels, 500 per case | 27.54 | 82.62 |
| 10 | 2 | EACH | 36764 Halyard Purple® Nitrile, Powder-Free Gloves, Medium | 24.23 | 48.46 |
| 11 | 1 | EACH | * CANCEL 4 OUT OF 5 * 22104 Band-Aid® Antiseptic Cleansing Spray, 8 oz | 8.33 | 8.33 |
| 12 | 6 | EACH | 4459 Band-Aid® Antiseptic Cleansing Liquid, 6 Oz. | 4.49 | 26.94 |
| 13 | 1 | EACH | 13136 Economy Nitrile Gloves, Large, 100/Box | 10.35 | 10.35 |
| | | | **********<br>5/18 ORDERED ONLINE<br>ORDER #: 1000075913<br><br>6/8 CANCELLED 4/5 OF ITEM #11 DUE TO UNAVAILABILTY | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 345.70 |
| SALES TAX | $ 36.30 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 382.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003355**
Show this number on invoices, packages and correspondence.



**VENDOR**

WILLIAM V MACGILL & COMPANY
MACGILL DISCOUNT SCH NURSE
1000 N LOMBARD ROAD
LOMBARD, IL 60148-1232

**Phone:** (800) 323-2841 **Fax:** (800) 727-3433

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
Stevenson Cafeteria

**For:** STEVENSON ELEMENTARY
C. SALAS/NAPIK/DIAZ/STEVENSON SUMMER SCHC

**PO Date:** 05/18/2026 **Deliver By:** 05/14/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL ITEM # 11 | | |
| | | | ********** | | |
| 1 | 5 | EACH | 9735 1" x 3" Soft Flexible Fabric Bandages, 100/Box | 3.51 | 17.55 |
| 2 | 5 | EACH | 9734 3/4" x 3" Soft Flexible Fabric Bandages,100/Box | 3.32 | 16.60 |
| 3 | 4 | EACH | 9600 2" x 4-1/2" MacGill Flexible Bandages, 50/Box | 5.41 | 21.64 |
| 4 | 4 | EACH | 9708 Regular Fingertip Soft Flexible Fabric Bandages, 100/Box | 6.00 | 24.00 |
| 5 | 4 | EACH | 8900 3/8" x 1-1/2" Curad Plastic Mini Bandages, 100/Box | 3.13 | 12.52 |
| 6 | 3 | EACH | 8629 4" x 4" Economy Non-Woven Gauze Sponges 200/Bag | 5.42 | 16.26 |
| 7 | 3 | EACH | 19151 Large Non-Sterile Cotton Balls, 1000/Bag | 13.49 | 40.47 |
| 8 | 4 | EACH | 16361 Economy 5 Oz. Paper Cups, 100/Tube | 4.99 | 19.96 |
| 9 | 3 | EACH | 13009 Economy 3 Ply Professional Towels, 500 per case | 27.54 | 82.62 |
| 10 | 2 | EACH | 36764 Halyard Purple® Nitrile, Powder-Free Gloves, Medium | 24.23 | 48.46 |
| 11 | 5 | EACH | * CANCEL * 22104 Band-Aid® Antiseptic Cleansing Spray, 8 oz ($8.33) | | |
| 12 | 6 | EACH | 4459 Band-Aid® Antiseptic Cleansing Liquid, 6 Oz. ($4.49) | 4.49 | 26.94 |
| 13 | 1 | EACH | 13136 Economy Nitrile Goves, Large, 100/Box | 10.35 | 10.35 |
| | | | ********** | | |
| | | | 5/18 ORDERED ONLINE<br>ORDER #: 1000075914 | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 337.37 |
| SALES TAX | $ 35.42 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 372.79 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003356**
Show this number on invoices, packages and correspondence.



**VENDOR**

WILLIAM V MACGILL & COMPANY
MACGILL DISCOUNT SCH NURSE
1000 N LOMBARD ROAD
LOMBARD, IL 60148-1232

**Phone:** (800) 323-2841 **Fax:** (800) 727-3433

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
JEFFERSON ELEMENTARY
1900 N. SIXTH ST.
BURBANK, CA 91504-2999

**For:** JEFFERSON ELEMENTARY
YAYA DIAZKNAPIK/DIAZ/JEFFERSON SUMMER SCI

**PO Date:** 05/18/2026 **Deliver By:** 05/14/2026 **Buyer Name:** Maro Bojolyan

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | CO | CHANGE ORDER #1: CANCEL ITEM #11<br><br>********** | | |
| 1 | 5 | EACH | 9735 1" x 3" Soft Flexible Fabric Bandages, 100/Box | 3.51 | 17.55 |
| 2 | 5 | EACH | 9734 3/4" x 3" Soft Flexible Fabric Bandages,100/Box | 3.32 | 16.60 |
| 3 | 4 | EACH | 9600 2" x 4-1/2" MacGill Flexible Bandages, 50/Box | 5.41 | 21.64 |
| 4 | 4 | EACH | 9708 Regular Fingertip Soft Flexible Fabric Bandages, 100/Box | 6.00 | 24.00 |
| 5 | 4 | EACH | 8900 3/8" x 1-1/2" Curad Plastic Mini Bandages, 100/Box | 3.13 | 12.52 |
| 6 | 3 | EACH | 8629 4" x 4" Economy Non-Woven Gauze Sponges 200/Bag | 5.42 | 16.26 |
| 7 | 3 | EACH | 19151 Large Non-Sterile Cotton Balls, 1000/Bag | 13.49 | 40.47 |
| 8 | 4 | EACH | 16361 Economy 5 Oz. Paper Cups, 100/Tube | 4.99 | 19.96 |
| 9 | 3 | EACH | 13009 Economy 3 Ply Professional Towels, 500 per case | 27.54 | 82.62 |
| 10 | 2 | EACH | 36764 Halyard Purple® Nitrile, Powder-Free Gloves, Medium | 24.23 | 48.46 |
| 11 | 5 | EACH | * CANCELLED * 22104 Band-Aid® Antiseptic Cleansing Spray, 8 oz ($8.33) | | |
| 12 | 6 | EACH | 4459 Band-Aid® Antiseptic Cleansing Liquid, 6 Oz. ($4.49) | 4.49 | 26.94 |
| 13 | 1 | EACH | 13136 Economy Nitrile Gloves, Large, 100/Box | 10.35 | 10.35 |
| | | | **********<br>5/18 ORDERED ONLINE<br>ORDER #: 1000075916 | | |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 337.37 |
| SALES TAX | $ 35.42 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 372.79 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Peter Knapik

**VENDOR 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.
**26003452**
Show this number on invoices, packages and correspondence.



**VENDOR**

UNITED SITE SERVICES
PO BOX 660475
DALLAS, TX 75266-0475

**Phone:** (800) 864-5387 **Fax:**

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
ROOSEVELT ELEMENTARY
850 N. CORDOVA ST.
BURBANK, CA 91505-2923

**For:** FACILITIES SERVICES
VALEZKA EMES

**PO Date:** 06/02/2026 **Deliver By:** 06/04/2026 **Buyer Name:** Terri Harvey

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE BY $325.98 TO ADD2 DELUXE RESTROOMS, 1 SINK AND SAME DAY DELIVERY FOR A REVISED TOTAL OF $458.58 AS PER REQ R0004062.<br><br>**********<br>ADA WHEELCHAIR ACCESSIBLE RESTROOM<br>June 4, 2026-June 8, 2026 | 325.98 | 325.98 |
| 2 | 1 | EA | | 70.00 | 70.00 |
| 3 | 1 | EA | 2 STATION SINK<br>June 4, 2026-June 8, 2026<br><br>**********<br><br>REFERENCE QUOTE #414-2667304<br><br>***IMPORTANT DELIVERY INSTRUCTIONS: ITEMS WILL BE DELIVERED TO THE AVON STREET GATE NEXT TO THE FIELD. PLEASE CALL 818-729-3150 TO HAVE THE GATE OPENED***<br><br>*** SPECIAL INSTRUCTIONS ***<br>* VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG<br><br>* PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL<br>* VENDOR NOTE: PLEASE SHIP DIRECTLY TO OUR SITE AS INDICATED. PLEASE BE SURE TO INCLUDE OUR PURCHASE | 50.00 | 50.00 |

| | |
|---|---|
| SUB TOTAL | $ 445.98 |
| SALES TAX | $ 12.60 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 458.58 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

**VENDOR COPY**

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 26000351 | SPECIAL EDUCATION PARENT | CARRYOVER PO; REIMBURSEMENT TO PARENT FOR COMPENSATORY EDUCATIONAL SERVICES FOR STUDENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/17/25 | SPECIAL EDUCATION | 010 | $4,845.00 |
| 26000404 | SHARP BUSINESS SYSTEMS | CARRYOVER & CHANGE ORDER; INCREASE BY $16,866.39; 2025-26 BLANKET ORDER; PRINTER MAINTENANCE CHARGES; BOARD APPROVED 6/20/24 | FISCAL SERVICES | 010 | $44,528.00 |
| 26002685 | THE GARLAND COMPANY, INC. | CARRYOVER PO; ROOFING MATERIALS; BOND FUNDS; BOARD APPROVED 3/5/2026 | BURBANK ADULT SCHOOL | 210 | $335,704.94 |
| 26002882 | SPECIAL EDUCATION PARENTS | CARRYOVER PO; SETTLEMENT AGREEEMENT; REIMBURSEMENT TO PARENT FOR TUITION, TRANSPORTATION & TUTORING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 3/5/26 | SPECIAL EDUCATION | 010 | $32,179.68 |
| 27000007 | 4A CRANE SERVICE CO. | 2026-27 BLANKET ORDER; CRANE RENTAL SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $10,000.00 |
| 27000008 | ADEMCO INC DBA ADI | 2026-27 BLANKET ORDER; ELECTRICAL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000009 | ALL PHASE ELECTRIC SUPPLY CO | 2026-27 BLANKET ORDER; LAMPS AND BULBS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $75,000.00 |
| 27000010 | ANIXTER INC | 2026-27 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000011 | BIG BRAND TIRE AND SERVICE | 2026-27 BLANKET ORDER; DISTRICT VEHICLE REPAIRS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000012 | BMC WEST LLC | 2026-27 BLANKET ORDER; EQUIPMENT REPAIR AND MAINTENANCE MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000013 | GARVEY EQUIPMENT COMPANY | 2026-27 BLANKET ORDER; GROUNDS EQUIPMENT; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000014 | LESLIE'S POOLMART, INC. | 2026-27 BLANKET ORDER; POOL SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $1,000.00 |
| 27000015 | CATALINA PAINTS | 2026-27 BLANKET ORDER; PAINTING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000016 | CITY OF BURBANK | 2026-27 BLANKET ORDER; LANDFILL FACILITY USE; ACCOUNTS PAYABLE FUNDS | FACILITIES SERVICES | 010 | $15,000.00 |
| 27000017 | NORTHERN SAFETY & INDUSTRIAL | 2026-27 BLANKET ORDER; GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $10,000.00 |

# BURBANK UNIFIED SCHOOL DISTRICT



## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000018 | TWISTED PLAYS LLC. | CLASSROOM SUPPLIES; AMS FUNDS | EMERSON ELEMENTARY | 010 | $785.88 |
| 27000019 | BURBANK IRRIGATION SUPPLY | 2026-27 BLANKET ORDER; GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS AND ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $8,000.00 |
| 27000020 | CITY OF BURBANK | 2026-27 BLANKET ORDER; GASOLINE FOR FACILITIES VEHICLES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $80,000.00 |
| 27000021 | CARTER FENCE COMPANY INC | 2026-27 BLANKET ORDER; FENCING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $15,000.00 |
| 27000022 | DeSOTO SALES, INC. | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000023 | DUNN EDWARDS CORPORATION | 2026-27 BLANKET ORDER; PAINTING AND FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 27000024 | NTT AMERICA INC | SOFTWARE LICENSE; BOARD APPROVED 4/9/26 | TECHNOLOGY SERVICES | 010 | $105,219.36 |
| 27000025 | THE CIRCLE | RETURN OF LEASED EQUIPMENT | FISCAL SERVICES | 010 | $24,449.00 |
| 27000026 | GENESIS FLOOR COVERING, INC. | 2026-27 BLANKET ORDER; FLOOR REFININSHING AT ROOSEVELT ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $9,282.00 |
| 27000027 | EWING IRRIGATION PRODUCTS | 2026-27 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $15,000.00 |
| 27000028 | FERGUSON HOLDINGS, INC | 2026-27 BLANKET ORDER; IRRIGATION REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $50,000.00 |
| 27000029 | GRAINGER INC | 2026-27 BLANKET ORDER; FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $25,000.00 |
| 27000030 | H & H AUTO PARTS WHOLESALE | 202-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000031 | HD SUPPLY, INC. | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $60,000.00 |
| 27000032 | INDUSTRIAL METAL SUPPLY | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000033 | INTERMOUNTAIN LOCK & SUPPLY CO | 2025-26 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $30,000.00 |
| 27000034 | JOHNSTONE SUPPLY | 2026-27 BLANKET ORDER; MAINTENANCE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 27000035 | KING'S CUSTOM SHEET METAL | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,000.00 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000036 | NAPA AUTO PARTS | 2026-27 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $15,000.00 |
| 27000037 | PLUMBING WHOLESALE OUTLET INC | 2026-27 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $60,000.00 |
| 27000038 | REFRIGERATION SUPPLIES DIST | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $70,000.00 |
| 27000039 | RUSSELL SIGLER INC | 2026-27 BLANKET ORDER; BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $25,000.00 |
| 27000040 | SMARDAN SUPPLY BURBANK | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $35,000.00 |
| 27000041 | SUNBELT RENTALS, INC. | 2026-27 BLANKET ORDER; EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $10,000.00 |
| 27000042 | T-MOBILE | 2026-27 BLANKET ORDER; FACILITIES SERVICES STAFF CELL PHONE AGREEEMENT; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,000.00 |
| 27000043 | TOOL TIME | 2026-27 BLANKET ORDER; TOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $4,000.00 |
| 27000044 | THE TORO COMPANY | 2026-27 BLANKET ORDER; ANNUAL SERVICE AGREEMENT FOR IRRIGATION CONTROLS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $2,000.00 |
| 27000045 | US AIR CONDITIONING DISTRIBUTORS | 2026-27 BLANKET ORDER; HVAC REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENCE FUNDS | FACILITIES SERVICES | 010 | $40,000.00 |
| 27000046 | WAXIE SANITARY SUPPLY | 2026-27 FOR CUSTODIAL SUPPLIES FOR VARIOUS SITES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $250,000.00 |
| 27000047 | WRIGHT'S SUPPLY INC | 2026-27 BLANKET ORDER; EQUIPMENT MAINTENANCE AND REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $15,000.00 |
| 27000048 | SIGNAL HILL AUTO ENTERPRISES, INC. | 2026-27 BLANKET ORDER; CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $80,000.00 |
| 27000049 | ALCANTAR, ROBERT D. | 2026 - 27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000050 | ALEXANDER JR, HENRY WALLACE | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000051 | ANDREWS, JAMIE | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000052 | ARBOGAST, JULIE | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000053 | ASMUSSEN, LIANN | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000054 | ASSESSOR, CHRISTINE DENISE | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000055 | AVANESSIAN, AREVAHAD | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $690.00 |
| 27000056 | AVANISIAN, JERMAN | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000057 | BACZKOWSKI, LESZEK | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $3,263.00 |
| 27000058 | BAKHOS, GHADA | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,262.00 |
| 27000059 | BANKS, SONIA | 2026-27 BLANKET; RETIREE MDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000060 | BAUMAN, LAURA | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000061 | BUSSARD, BEVERLY | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000062 | BUROW, JANICE L | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000063 | BULLINGTON, PERRY REX | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,371.00 |
| 27000064 | BROWN, KEN | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000065 | BROMAN, RICHARD F | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,588.00 |
| 27000066 | BROIDY, HEATHER | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $13,165.00 |
| 27000067 | BRADSHAW, DIONNE K | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000068 | BOYD, JOSEPH | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000069 | BITNER, ELIZABETH | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000070 | SCHOOL MATE | CLASSROOM SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $663.00 |
| 27000071 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; FACILITIES SUPPLIES | FACILITIES SERVICES | 010 | $40,000.00 |
| 27000072 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $2,500.00 |
| 27000073 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | BURBANK ADULT SCHOOL | 110 | $3,000.00 |
| 27000074 | MOBILE ED PRODUCTIONS, INC. | CONSULTANT AGREEMENT; STUDENT ASSEMBLIES; ELOP FUNDS; BOARD APPROVED 6/4/26 | INSTRUCTIONAL SERVICES | 010 | $5,685.00 |
| 27000075 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; FOOD SERVICES SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM FUNDS | FOOD SERVICES | 130 | $30,000.00 |
| 27000076 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | EDISON ELEMENTARY | 010 | $4,000.00 |
| 27000077 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS | EDISON ELEMENTARY | 010 | $4,000.00 |
| 27000078 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; SPECIAL EDUCATION FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $2,500.00 |

Printed between 06/02/2026 & 07/13/2026

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000079 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $1,500.00 |
| 27000080 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS | HORACE MANN CHILDREN´S CENTER | 010 | $250.00 |
| 27000081 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | PURCHASING SERVICES | 010 | $600.00 |
| 27000082 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | STEVENSON ELEMENTARY | 010 | $3,500.00 |
| 27000083 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $9,000.00 |
| 27000084 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MILLER ELEMENTARY | 010 | $10,000.00 |
| 27000085 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $2,000.00 |
| 27000086 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS | EMERSON ELEMENTARY | 010 | $1,000.00 |
| 27000087 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS | EMERSON ELEMENTARY | 010 | $1,000.00 |
| 27000088 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $2,000.00 |
| 27000089 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MC KINLEY ELEMENTARY | 010 | $1,000.00 |
| 27000090 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITL I FUNDS | MC KINLEY ELEMENTARY | 010 | $1,000.00 |
| 27000091 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS | MC KINLEY ELEMENTARY | 010 | $1,000.00 |
| 27000092 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | JEFFERSON ELEMENTARY | 010 | $3,000.00 |
| 27000093 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS | JEFFERSON ELEMENTARY | 010 | $8,000.00 |
| 27000094 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $8,000.00 |
| 27000095 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,500.00 |
| 27000096 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS | LUTHER BURBANK MIDDLE SCHOOL | 010 | $2,000.00 |
| 27000097 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $10,000.00 |
| 27000098 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $15,000.00 |
| 27000099 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $1,000.00 |
| 27000100 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $8,000.00 |
| 27000101 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MONTEREY HIGH SCHOOL | 010 | $4,500.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000102 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GENERAL FUNDS | MONTEREY HIGH SCHOOL | 010 | $1,500.00 |
| 27000103 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION BLOCK GRANT AND GENERAL APPORTIONMENT FUND | BURBANK ADULT SCHOOL | 110 | $5,000.00 |
| 27000104 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | MC KINLEY ELEMENTARY | 010 | $5,000.00 |
| 27000105 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | JEFFERSON ELEMENTARY | 010 | $5,500.00 |
| 27000106 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $3,000.00 |
| 27000107 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | ROOSEVELT ELEMENTARY | 010 | $3,000.00 |
| 27000108 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | STEVENSON ELEMENTARY | 010 | $6,500.00 |
| 27000109 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | EDISON ELEMENTARY | 010 | $2,000.00 |
| 27000110 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | PROVIDENCIA ELEMENTARY | 010 | $2,000.00 |
| 27000111 | CAFARELLA, VALERIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000112 | CARMAN, PATRICK | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000113 | CASTILLO, LETICIA GUADALUPE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000114 | CHIN, TIMMY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000115 | CLARKE, KELLI | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000116 | CLARKE, MARK | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000117 | COHEN, PAMELA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000118 | CONWAY, SUSAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000119 | CORNEJO, MERCEDITA R | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000120 | COTREL, SALLY A | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000121 | CRANMER, DEBORAH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000122 | CUSEO, SHARON D | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $11,883.00 |
| 27000123 | CZERWINSKI, JAMES | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,588.00 |
| 27000124 | D'ANDREA, CHRISTINA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $8,228.00 |
| 27000125 | DARRYN, KAREN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000126 | DAVIES, SHELLEY J. | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000127 | DAVIS, JACKIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000128 | DAVIS, JULIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000129 | DE AVILA, JENNY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000130 | DE BARROS, SANDRA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,631.00 |
| 27000131 | DECARO, MICHAEL A | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $5,645.00 |
| 27000132 | DE LEON, JUAN JOSE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000133 | DESIMONE, TIFFANY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000134 | DEVALL, BARBARA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000135 | DEKAY, JAMES C. | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000136 | DIFONZO, RUTHIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000137 | DINAPOLI, KATHY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000138 | DI PIAZZA, KELLIE JEAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000139 | DIAZ, VICTORIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000140 | DOAN, ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,588.00 |
| 27000141 | DODD, SHARIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000142 | DUNN, SUSAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000143 | DY, LOUIS | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000144 | EDGE, ALYSON | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000145 | ELLIS, PAMELA ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $5,310.00 |
| 27000146 | FERGUSON, MARTHA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,630.00 |
| 27000147 | FALLS, RALPH DEJEAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000148 | GRENE, JULIE ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $5,645.00 |
| 27000149 | FELLMAN, TRACI ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $11,546.00 |
| 27000150 | FITZGERALD, NANCY RENEE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000151 | FLOSI, LAURA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000152 | FLEISHMAN, HALLIE ELIZABETH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000153 | FARMER, DEBORAH ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000154 | GARCIA, ROSE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000155 | FONG, ROBERTA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000156 | HIGHFILL, BRIDGET L | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000157 | GOLASKI, PATRICIA VALDIVIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |
| 27000158 | GREGORCZYK, LINDA V. | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000159 | HACKING, MICHELLE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000160 | SEPRAKI, JASMAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000161 | GRESHAM, JANICE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000162 | HARMON, LAURIE A | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000163 | HARRIS, PHILLIP | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000164 | KNAPIK, PETER | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,315.00 |
| 27000165 | HAWA, LESLIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000166 | KLEIN, JOHN ROBERT | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000167 | LAM-ZIEGLER, JANET | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000168 | HESS-WITUCKI, MARGARET | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000169 | IVANKOVIC, PATRICIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000170 | ENGEL, SANDRA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $3,486.00 |
| 27000171 | HAMBRO, SHERYL | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000172 | JURMAN, MARLA JO | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |
| 27000173 | KARIMIAN, ROOBINA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,186.00 |
| 27000174 | LAMBERT, JULIE ANN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |
| 27000175 | KELLY, MARY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |
| 27000176 | LARA, GLORIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $5,310.00 |
| 27000177 | LANE-LARMOUTH, SUZANNE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $5,310.00 |
| 27000178 | JOHNSON, KIMBERLY A | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000179 | LEMASTER, ANNA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $8,980.00 |
| 27000180 | LEDEZMA, REINA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000181 | GENESIS FLOOR COVERING, INC. | FLOORING REPAIR AT JBHS BAND ROOM; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,931.00 |
| 27000182 | CALIFORNIA PAVING & GRADING CO INC | ASPHALT REPAIR AT MCKINLEY ELEMENTARY SCHOOL; DEFERRED MAINTENANCE FUNDS; BOARD APPROVED 6/4/26 | FACILITIES SERVICES | 140 | $24,870.00 |
| 27000183 | CALIFORNIA PAVING & GRADING CO INC | ASPHALT REPAIR AT MCKINLEY ELEMENTARY SCHOOL; DEFERRED MAINTENANCE FUNDS; BOARD APPROVED 6/4/26 | FACILITIES SERVICES | 140 | $24,610.00 |
| 27000184 | MARTIROSYAN, ANNA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,186.00 |
| 27000185 | LIZARRAGA, RAFAELA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000186 | LEPATAN, IAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,701.00 |
| 27000187 | LOPEZ, ISMAEL | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000188 | LEVY AUSTIN, SUSAN J | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000189 | MORGAN, MARGARET | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000190 | MOEN, ANA MARIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000191 | NAZEM, SIMA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,138.00 |
| 27000192 | MARTE, HELENE K | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,743.00 |
| 27000193 | MCHORNEY, SUZANNE ELIZABETH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000194 | MARTIN, NANCY J | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,342.00 |
| 27000195 | MCKENNA, JANET | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000196 | ONTIVEROS, JOSE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000197 | MILLER, RENEE NORMAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000198 | MELARAGNO, DEBRA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000199 | MEZA, GLORIA DIANE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000200 | ESCOBAR, CELIA MOLINA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,631.00 |
| 27000201 | MITCHELL, CHRISTOPHER ANDREW | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,385.00 |
| 27000202 | BICKELMANN, CHRIS | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000203 | OGAWA, RANDY M | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000204 | OHRT, KELLY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,588.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000205 | LIGHTFOOT, RICHARD D | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,701.00 |
| 27000206 | LIDDELL-JOHNSON, MARLA STEPHANIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000207 | OLMOS, DAVID | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000208 | PEREZ, MARIA L | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000209 | PALMER, MARK | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $842.00 |
| 27000210 | PARAMO, JOHN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000211 | PERLSTEIN, CAROLYN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,114.00 |
| 27000212 | LINDLEY, LINDA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000213 | NICOLAOU, THERESA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $210.00 |
| 27000214 | MADRIGAL, DEBORAH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000215 | PETERSEN, NANCY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000216 | TELLEZ, TINA NUNEZ | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000217 | CARMAN, MARIA MARQUEZ | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000218 | LUIZZI, LYDIA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000219 | REYES, DAVID | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000220 | MARTE, HELENE K | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,743.00 |
| 27000221 | RHOADS, DIANA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000222 | TARANDEK, GENEVA RICHARDS | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,701.00 |
| 27000223 | MARCY, CATHY | | FISCAL SERVICES | 010 | $10,459.00 |
| 27000224 | RIOJAS, ANNETTE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000225 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | WASHINGTON ELEMENTARY | 010 | $1,500.00 |
| 27000226 | SOUTHWEST SCHOOL & OFFICE SUPPLY | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | DISNEY ELEMENTARY | 010 | $3,000.00 |
| 27000227 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | WASHINGTON ELEMENTARY | 010 | $1,500.00 |
| 27000228 | AMAZON CAPITAL SERVICES | 20262-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $1,500.00 |
| 27000229 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | DISNEY ELEMENTARY | 010 | $1,500.00 |
| 27000230 | APSI SAN GABRIEL | CONFERENCE REGISTRATION; ACCOUNT RECEIVABLE FUNDS | JOHN BURROUGHS HIGH SCHOOL | 010 | $895.00 |
| 27000231 | SCHOLASTIC INC. | MAGAZINES | JOHN BURROUGHS HIGH SCHOOL | 010 | $425.01 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000232 | SCHOLASTIC INC. | C/O 1: INCREASE BY $ 2378.28; MAGAZINES; TITLE I FUNDS | MILLER ELEMENTARY | 010 | $4,937.98 |
| 27000233 | SCHOLASTIC INC. | MAGAZINES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $2,276.89 |
| 27000234 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; GIFT FUNDS | EMERSON ELEMENTARY | 010 | $1,000.00 |
| 27000235 | CENGAGE LEARNING | TEXTBOOKS; LOTTERY FUNDS; BOARD ADOPTED 7/10/26 | JOHN BURROUGHS HIGH SCHOOL | 010 | $21,340.55 |
| 27000236 | BECKLAR HOLDINGS, LLC | FIRE MONITORING SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 7/24/25 | FACILITIES SERVICES | 010 | $4,600.00 |
| 27000237 | CITYWIDE UNIFORMS | 2026-27 BLANKET ORDER; STUDENT UNIFORMS AND CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT AND ADULT ED GENERAL APPORTIONMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $25,000.00 |
| 27000238 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | EMERSON ELEMENTARY | 010 | $650.00 |
| 27000239 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | WASHINGTON ELEMENTARY | 010 | $650.00 |
| 27000240 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | ROOSEVELT ELEMENTARY | 010 | $650.00 |
| 27000241 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | EDISON ELEMENTARY | 010 | $650.00 |
| 27000242 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT; TITLE I FUNDS | MILLER ELEMENTARY | 010 | $650.00 |
| 27000243 | ISTVAN 'STEVEN' ORI JR | 2026-27 BLANKET ORDER; PRINTING AND BULK MAIL PROCESSING; ADULT EDUCATION - BLOCK GRANT AND ADULT ED GENERAL APPORTIONMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $120,000.00 |
| 27000244 | CURRICULUM ASSOCIATES INC | CLASSROOM SUPPLIES | EMERSON ELEMENTARY | 010 | $230.50 |
| 27000245 | JPMORGAN CHASE BANK | MAGAZINE SUBSCRIPTION | EMERSON ELEMENTARY | 010 | $48.00 |
| 27000246 | NARVA ENTERPRISES LLC | SAFETY EQUIPMENT; SAFETY CREDITS AND MEDI-CAL FUNDS | FACILITIES SERVICES | 010 | $80,436.93 |
| 27000247 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | MC KINLEY ELEMENTARY | 010 | $2,450.00 |
| 27000248 | SCHOOL MATE | CLASSROOM SUPPLIES | MILLER ELEMENTARY | 010 | $990.08 |
| 27000249 | RIOJAS, ANNETTE | 2026-27 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,459.00 |
| 27000250 | ROCHESTER 100 INC | CLASSROOM SUPPLIES | BRET HARTE ELEMENTARY | 010 | $735.13 |
| 27000251 | SINGER, JANE ANNE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,701.00 |
| 27000252 | SARQUIZ, RICHARD JAMES | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $11,546.00 |
| 27000253 | WOOD, ELIZABETH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000254 | YANTZ, GEORGAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |

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| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000255 | VALLONE, JOANNE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $345.00 |
| 27000256 | WOLF, DARIN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000257 | WILKEN, TONYA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000258 | VILLALTA, JOSE ROBERTO RODRIGUEZ | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000259 | TOOLEY, LAURA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $8,228.00 |
| 27000260 | WALTER, MARTHA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000261 | VERANO, STELLA M | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000262 | VILLARREAL, FRANCISCO J | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000263 | VALLE, JOSE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $15,085.00 |
| 27000264 | SPAULDING, DONNA S | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000265 | WANTLAND, CARIN L | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000266 | SETTLEMOIR, THERESA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,223.00 |
| 27000267 | SETAGHIAN, VERONICA ABRAMIAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000268 | SNOWDEN-FROST, DAWN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,588.00 |
| 27000269 | THOMAS, ELIZABETH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000270 | SWEENEY, LINDA MARIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,138.00 |
| 27000271 | THOMSON, DAVID | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,178.00 |
| 27000272 | RODRIGUEZ, JOSE JULIAN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,646.00 |
| 27000273 | ROMERO, MARIA ELENA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,743.00 |
| 27000274 | ROWSEY, CAROL H | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000275 | TOMER, CARYN S | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,788.00 |
| 27000276 | VONK, RICK | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000277 | THALHEIMER, VICKI G | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $16,457.00 |
| 27000278 | SESSINGHAUS, KATHRYN | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $18,092.00 |
| 27000279 | RUDCHENKO, SARAH | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000280 | RIOS, LYDIA MARINA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,138.00 |
| 27000281 | ROMERO, DELFINO | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $421.00 |

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| 27000282 | SARKISSIAN, VANOOHI | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $9,797.00 |
| 27000283 | TRACE, TIMOTHY | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $4,891.00 |
| 27000284 | THOMPSON, JEFFREY HERB | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000285 | WRIGHT, CHRISTINA K. | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $1,646.00 |
| 27000286 | WESCOTT, CHERIE | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000287 | SAHAGUN, ELISA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $10,459.00 |
| 27000288 | YAEGER, KATHY J | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $6,525.00 |
| 27000289 | RODRIGUEZ, REBECCA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $2,525.00 |
| 27000290 | DIAZ, ESPERANZA | 2026 - 2027 BLANKET; RETIREE MEDICAL REIMBURSEMENT | FISCAL SERVICES | 010 | $8,980.00 |
| 27000291 | SMARTETOOLS, INC. | SOFTWARE LICENSE; BOARD APPROVED 5/21/26 | FISCAL SERVICES | 010 | $64,000.00 |
| 27000292 | JAMF SOFTWARE LLC | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $28,481.00 |
| 27000293 | SCHOOL OUTFITTERS | FURNITURE | ROOSEVELT ELEMENTARY | 010 | $2,915.72 |
| 27000294 | MIDWEST TECHNOLOGY PRODUCTS | CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS | EDISON ELEMENTARY | 010 | $393.66 |
| 27000295 | MYSTERY SCIENCE INC | SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/25/26 | MILLER ELEMENTARY | 010 | $1,799.00 |
| 27000296 | SMART & FINAL STORES CORP | 2026-27 BLANKET ORDER; CULINARY CLASSROOM SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $1,500.00 |
| 27000297 | SMART & FINAL STORES CORP | 2026-27 BLANKET ORDER; SCIENCE CLASSROOM SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $500.00 |
| 27000298 | SCHOOL SPECIALTY, LLC | CLASSROOM SUPPLIES; TITLE I FUNDS | DISNEY ELEMENTARY | 010 | $270.53 |
| 27000299 | TOOLS4EVER | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $21,809.94 |
| 27000300 | PATRIOT FIRE PROTECTION | SAFETY EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,062.00 |
| 27000301 | HIGH TRAILS INC. | FIELD TRIP ADMISSION; OSS; HIGH TRAILS; GIFT FUNDS; BOARD APPROVED 6/25/26 | MC KINLEY ELEMENTARY | 010 | $500.00 |
| 27000302 | DEPARTMENT OF INDUSTRIAL RELATIONS | CONVEYANCE INSPECTION FEES FOR MC KINLEY ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $225.00 |
| 27000303 | ACE BUSINESS MACHINES, INC. | OFFICE SUPPLIES | BUSINESS OFFICE | 010 | $677.13 |
| 27000304 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $3,500.00 |
| 27000305 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $5,000.00 |
| 27000306 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | FISCAL SERVICES | 010 | $4,000.00 |
| 27000307 | BRIGHT WHITE PAPER CO | CLASSROOM SUPPLIES | EMERSON ELEMENTARY | 010 | $211.38 |

BOARD DETAIL REPORT

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| 27000308 | ULINE - Attn: ACCOUNTS RECEIVABLES | 2026-27 BLANKET ORDER; FACILITY GROUNDS SUPPLIES SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 27000309 | DIY HOME CENTER | 2026-27 BLANKET ORDER; CUSTODIAL & FACILITY SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 27000310 | BURBANK IRRIGATION SUPPLY | 2026-27 BLANKET ORDER; SUPPLIES AND REPAIRS FOR MAINTENANCE AND GROUNDS; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $8,000.00 |
| 27000311 | INFINITY BACKFLOW & PLUMBING SERVICE | 202-27 BLANKET ORDER; FACILITY REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $20,000.00 |
| 27000312 | MCCALLA COMPANY JANITORIAL SUPPLIES | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIAL; ON -GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $30,000.00 |
| 27000313 | HASA INC | 2026-27 BLANKET ORDER; POOL SUPPLIES; UNRESTRICTED AND ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $27,000.00 |
| 27000314 | ICS SERVICE CO. | 2026-27 BLANKET ORDER; CELLULAR SERVICE FOR FIRE ALARM MONITORING; UNRESTRICTED MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $3,600.00 |
| 27000315 | FINALSITE | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $37,824.00 |
| 27000316 | FINALSITE | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $2,125.00 |
| 27000317 | SCHOOL OUTFITTERS | FURNITURE; ADULT EDUCATION - BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $3,434.23 |
| 27000318 | WORTHINGTON DIRECT HOLDINGS, LLC | CLASSROOM SUPPLIES | MC KINLEY ELEMENTARY | 010 | $426.42 |
| 27000319 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | MC KINLEY ELEMENTARY | 010 | $92.39 |
| 27000320 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | EMERSON ELEMENTARY | 010 | $183.04 |
| 27000321 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | MILLER ELEMENTARY | 010 | $170.59 |
| 27000322 | HEGGERTY PHONEMIC AWARENESS | CLASSROOM SUPPLIES; TITLE I FUNDS | EMERSON ELEMENTARY | 010 | $654.50 |
| 27000323 | VARITRONICS, LLC | CLASSROOM SUPPLIES | EMERSON ELEMENTARY | 010 | $409.87 |
| 27000324 | MT LIBRARY SERVICES, LLC | LIBRARY BOOK SUBSCRIPTIONS; TITLE I FUNDS | EMERSON ELEMENTARY | 010 | $649.74 |
| 27000325 | VENTRIS LEARNING | BOOKS; TITLE I FUNDS | MC KINLEY ELEMENTARY | 010 | $495.60 |
| 27000326 | PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD | BOOKS | MC KINLEY ELEMENTARY | 010 | $413.10 |
| 27000327 | DEMCO INC | LIBRARY SUPPLIES; GIFT FUNDS | PROVIDENCIA ELEMENTARY | 010 | $89.44 |
| 27000328 | TRANSFRVR | VIRTUAL REALITY HEADSETS AND SOFTWARE; CTE FUNDS; BOARD APPROVED 7/25/24 | BURBANK ADULT SCHOOL | 110 | $15,112.86 |

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| 27000329 | U.S. POSTAL SERVICE | 2026-27 BLANKET ORDER; POSTAGE FOR BULK MAILING; ADULT EDUCATION - BLOCK GRANT AND GENERAL APPORTIONAMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $72,000.00 |
| 27000330 | SCHOOL OUTFITTERS | FURNITURE | MILLER ELEMENTARY | 010 | $2,951.29 |
| 27000331 | SIMON & SCHUSTER HOLDING COMPANY LLC | BOOKS; GIFT FUNDS | ROOSEVELT ELEMENTARY | 010 | $7,285.27 |
| 27000332 | SCHOOL SPECIALTY, LLC | CLASSROOM SUPPLIES; AMS FUNDS | PROVIDENCIA ELEMENTARY | 010 | $403.35 |
| 27000333 | DEPARTMENT OF INDUSTRIAL RELATIONS | CONVEYANCE INSPECTION FEES; MCKINLEY ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $250.00 |
| 27000334 | COVER ONE | OFFICE SUPPLIES; BAEF FUNDS | PROVIDENCIA ELEMENTARY | 010 | $72.47 |
| 27000335 | PACIFIC MEDICAL WASTE | 2026-27 BLANKET ORDER; MEDICAL WASTE PICK-UP; ADULT EDUCATION - BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $500.00 |
| 27000336 | TOTAL APPTITUDE | SOFTWARE LICENSE; TITLE I FUNDS; BOARD APPROVED 6/25/26 | MC KINLEY ELEMENTARY | 010 | $1,162.00 |
| 27000337 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES; ADULT ED BENERAL APPORTIONMENT FUNDS AND ADULT EDUCATION-BLOCK GRANT | BURBANK ADULT SCHOOL | 110 | $6,000.00 |
| 27000338 | LEVEL 3 FINANCING, INC. | 2026-27 BLANKET ORDER; COMMUNICATION AGREEMENT; VOIP SIP TRUNK SERVICE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $13,000.00 |
| 27000339 | C & M TOPSOIL INC. | GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS | DISNEY ELEMENTARY | 010 | $442.00 |
| 27000341 | FRESHWORKS INC | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $22,187.52 |
| 27000342 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | BUSINESS OFFICE | 010 | $2,000.00 |
| 27000343 | DAILY JOURNAL CORPORATION | 2026-27 BLANKET ORDER; NEWSPAPER ADVERTISEMENT | BUSINESS OFFICE | 010 | $400.00 |
| 27000344 | CITY OF BURBANK | 2026-27 BLANKET ORDER; GASOLINE FOR TECHNOLOGY VEHICLES | TECHNOLOGY SERVICES | 010 | $4,500.00 |
| 27000345 | T-MOBILE | 2026-27 BLANKET ORDER; TECHNOLOGY SERVICES STAFF CELL PHONE AGREEMENT | TECHNOLOGY SERVICES | 010 | $1,900.00 |
| 27000346 | T-MOBILE | 2026-27 BLANKET ORDER; HOT SPOT MONTHLY SERVICES | TECHNOLOGY SERVICES | 010 | $7,500.00 |
| 27000347 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET; OFFICE SUPPLIES | PURCHASING SERVICES | 010 | $400.00 |
| 27000348 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | STEVENSON ELEMENTARY | 010 | $1,000.00 |
| 27000349 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | MILLER ELEMENTARY | 010 | $2,000.00 |
| 27000350 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | EMERSON ELEMENTARY | 010 | $3,000.00 |
| 27000351 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | MC KINLEY ELEMENTARY | 010 | $4,000.00 |

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| 27000352 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | JEFFERSON ELEMENTARY | 010 | $5,000.00 |
| 27000353 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET; OFFICE SUPPLIES | LUTHER BURBANK MIDDLE SCHOOL | 010 | $8,000.00 |
| 27000355 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | BUSINESS OFFICE | 010 | $1,000.00 |
| 27000356 | SYNTHESIS BEHAVIOR LLC | PROFESSIONAL SERVICES AGREEMENT; FUNCTIONAL BEHAVIOR ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/21/26 | SPECIAL EDUCATION | 010 | $3,500.00 |
| 27000357 | CALIFONRIA STATE UNIVERSITY NORTHRIDGE | PROFESSIONAL SERVICES AGREEMENT; IEE ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/21/26 | SPECIAL EDUCATION | 010 | $4,600.00 |
| 27000358 | ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING, INC | STUDENT TRANSPORTATION; SPECIAL EDUCATION TRANSPORTATION FUNDS; BOARD APPROVED 5/21/26 | SPECIAL EDUCATION | 010 | $75,000.00 |
| 27000359 | ADAMS SILVA & MCNALLY LLP | LEGAL SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/7/26 | SPECIAL EDUCATION | 010 | $400,000.00 |
| 27000360 | ALPHA INTERPRETING AGENCY, CORP. | PROFESSIONAL SERVICES AGREEMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $2,000,000.00 |
| 27000361 | PARADIGM HEALTHCARE SERVICES, LLC | PROFESSIONAL SERVICES AGREEMENT; MEDI-CAL SUPPORT; MEDI-CAL FUNDS; BOARD APPROVED 5/21/26 | SPECIAL EDUCATION | 010 | $120,000.00 |
| 27000362 | GARY D STROMBERG & ASSOCIATES LLC | PROFESSIONAL SERVICES AGREEMENT; OCCUPATIONAL THERAPY ASSISTANCE; SPECIAL EDUCATION FUNDS; BOARD APPROVED /7/26 | SPECIAL EDUCATION | 010 | $114,975.00 |
| 27000363 | B.I.G. SOLUTIONS | PROFESSIONAL SERVICES AGREEMENT; STUDENT BEHAVIOR SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $82,800.00 |
| 27000364 | MELARAGNO, M.D., ALBERT J. | PROFESSIONAL SERVICES AGREEMENT; OT SERVICE AND TREATMENT AUTHORIZATIONS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $2,000.00 |
| 27000365 | RITA MORGAN | PROFESSIONAL SERVICES AGREEMENT; PHYSICAL THERAPY; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $184,000.00 |
| 27000366 | EPPORT, KAREN LYNN | PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAG IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $3,500.00 |
| 27000367 | SPECIAL EDUCATION PARENT | SETTLEMENT AGREEMENT; REIMBURSEMENT TO PARENT FOR EDUCATIONALLY RELATED EXPENSES; SPECIAL EDUCATION FUNDS; BOARD APPRVED 5/21/26 | SPECIAL EDUCATION | 010 | $130,595.00 |

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| 27000368 | SAN JOAQUIN COUNTY OFFICE OF EDUCATION | CONSULTANT AGREEMENT; SEIS INTEGRATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/15/25 | SPECIAL EDUCATION | 010 | $4,732.00 |
| 27000369 | FRESNO COUNTY SUPERINTENDENT OF SCHOOLS | PROFESSIONAL SERVICES AGREEMENT; CREDIT RECOVERY PROGRAM; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/12/24 | SPECIAL EDUCATION | 010 | $38,293.00 |
| 27000371 | LINGUABEE LLC | PROFESSIONAL SERVICES AGREEMENT; DHH INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $100,000.00 |
| 27000372 | MIND YOUR LANGUAGE, INC. | PROFESSIONAL SERVICES AGREEMENT; DHH INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $100,000.00 |
| 27000373 | STUMBAUGH & ASSOCIATES INC | 2026-27 BLANKET ORDER; FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS. | FACILITIES SERVICES | 010 | $5,000.00 |
| 27000374 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 blanket order; office supplies | DOLORES HUERTA MIDDLE SCHOOL | 010 | $5,000.00 |
| 27000375 | SARAH KNAUFF | PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/4/26 | SPECIAL EDUCATION | 010 | $202,450.00 |
| 27000376 | AMAZON CAPITAL SERVICES | CLASSROOM SUPPLIES | INSTRUCTIONAL SERVICES | 010 | $1,307.58 |
| 27000377 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET AGREEMENT; OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $7,000.00 |
| 27000378 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | SUPERINTENDENT ´S OFFICE | 010 | $1,500.00 |
| 27000379 | AMAZON CAPITAL SERVICES | 2026-27 BLANKER ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS | Student Services | 010 | $1,000.00 |
| 27000380 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | JOHN BURROUGHS HIGH SCHOOL | 010 | $10,000.00 |
| 27000381 | AREY JONES EDUCATIONAL SOLUTIONS | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $48,340.00 |
| 27000382 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | DOLORES HUERTA MIDDLE SCHOOL | 010 | $11,000.00 |
| 27000383 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | DOLORES HUERTA MIDDLE SCHOOL | 010 | $650.00 |
| 27000384 | COMPLETE BUSINESS SYSTEMS | EQUIPMENT MAINTENANCE AGREEMENT | DOLORES HUERTA MIDDLE SCHOOL | 010 | $650.00 |
| 27000385 | CALIFORNIA PAVING & GRADING CO INC | 2627-003: ASPHALT REPAIR AT JEFFERSON ELEMENTARY; DEFERRED MAINTENANCE FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 140 | $39,555.00 |
| 27000386 | CURRICULUM ASSOCIATES INC | CLASSROOM SUPPLIES | BRET HARTE ELEMENTARY | 010 | $136.89 |
| 27000387 | U S BANK | 2026-27 BLANKET ORDER; ADMINISTRATION FEES | FISCAL SERVICES | 400 | $3,325.00 |
| 27000388 | ECOLAB | PROFESSIONAL SERVICES; PEST CONTROL; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 3/26/26 | FOOD SERVICES | 130 | $36,442.44 |

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|---|---|---|---|---|---|
| 27000389 | SMART & FINAL STORES CORP | 2026-27 BLANKET ORDER; CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS | BURBANK ADULT SCHOOL | 110 | $1,000.00 |
| 27000390 | NATIONAL ASSOC OF SECONDARY SCHOOL PRINCIPALS | MEMBERSHIP RENEWAL | JOHN BURROUGHS HIGH SCHOOL | 010 | $385.00 |
| 27000391 | AAB CORPORATION | CONSULTANT AGREEMENT; MARKETING SERVICES; ADULT ED GENERAL APPORTIONMENT FUNDS; BOARD APPROVED 6/25/26 | BURBANK ADULT SCHOOL | 110 | $25,500.00 |
| 27000392 | WILLIAM V MACGILL & COMPANY | HEALTH SUPPLIES | Health Services | 010 | $81.87 |
| 27000393 | SAFEGUARD BUSINESS SYSTEMS, INC. | OFFICE SUPPLIES | FISCAL SERVICES | 010 | $175.61 |
| 27000394 | GRAYBAR | TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $1,500.00 |
| 27000395 | BESTLINK NETWARE INC | C/O 1: INCREASE BY $950.00; TECHNOLOGY SUPPLIES | TECHNOLOGY SERVICES | 010 | $2,450.00 |
| 27000396 | CALIFORNIA HIGH SCHOOL COALITION | MEMBERSHIP; BOARD APPROVED 6/25/26 | SUPERINTENDENT ´S OFFICE | 010 | $3,000.00 |
| 27000397 | CSBA CALIFORNIA SCHOOL BOARDS ASSOC | MEMBERSHIP | SUPERINTENDENT ´S OFFICE | 010 | $32,094.00 |
| 27000398 | PAPER RECYCLING & SHREDDING SPECIALISTS, INC | 2026-27 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES | FISCAL SERVICES | 010 | $2,165.00 |
| 27000399 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ELOP FUNDS | CHILD DEVELOPMENT SERVICES | 010 | $5,000.00 |
| 27000400 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; CHILD DEVELOPMENT FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $16,000.00 |
| 27000401 | PAPER RECYCLING & SHREDDING SPECIALISTS, INC | 2026-27 BLANKET ORDER; PAPER RECYCLING SERVICES | FISCAL SERVICES | 010 | $3,000.00 |
| 27000402 | MOVSESSIAN, ARIN | REIMBURSEMENT TO EMPLOYEE FOR WORK ATTIRE; FILM LA FUNDS | INSTRUCTIONAL SERVICES | 010 | $71.33 |
| 27000403 | SCHOFIELD, ALBA JOHANNA | CONSULTANT AGREEMENT; VISUAL ARTS INSTRUCTION; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $1,950.00 |
| 27000404 | FEDERAL EXPRESS | 2026-27 BLANKET ORDER; FEDERAL EXPRESS SHIPPING | PERSONNEL SERVICES | 010 | $6,000.00 |
| 27000405 | OPTERRA ENERGY SERVICES, LLC | SOLAR PANEL CANOPY REPAIR AT LUTHER MIDDLE SCHOOL; DEFERRED MAINTENANCE FUND | FACILITIES SERVICES | 140 | $7,819.40 |
| 27000406 | GENESIS FLOOR COVERING, INC. | RESTROOM FLOORING REPAIR AT STEVENSON ELEMENTARY; DEFERRED MAINTENANCE FUNDS | FACILITIES SERVICES | 140 | $12,909.53 |
| 27000407 | MOLLENHAUER GROUP CIVIL, INC. | PROFESSIONAL SERVICES AGREEMENT; UTILITY LOCATION SURVEY; BOND FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 210 | $8,500.00 |
| 27000408 | AMS.NET, LLC | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $2,435.70 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000409 | AMS.NET, LLC | SOFTWARE LICENSE; BOARD APPROVED 6/25/26 | TECHNOLOGY SERVICES | 010 | $10,672.20 |
| 27000410 | SAN JOAQUIN COUNTY OFFICE OF EDUCATION | MEMBERSHIP; BOARD APPROVED 6/25/26 | PERSONNEL SERVICES | 010 | $4,290.65 |
| 27000411 | NEXTDAY DELIVERY SERVICE, INC | 2026-27 BLANKET ORDER; DISTRICT MAIL PICKUP SERVICE | PERSONNEL SERVICES | 010 | $6,000.00 |
| 27000412 | ACCREDITING COMMISSION FOR SCHOOLS WASC | 2026-27 BLANKET ORDER; WASC ACCREDITATION FEES | INSTRUCTIONAL SERVICES | 010 | $10,000.00 |
| 27000413 | VAL-PRO, INC. | 2026-27 BLANKET ORDER; STOCK FOOD ITEMS; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED | FOOD SERVICES | 130 | $40,000.00 |
| 27000414 | BURBANK PRINTING | PRINTED ENVELOPES | ADMINISTRATIVE OFFICES | 010 | $2,958.09 |
| 27000415 | ESQUIRE DEPOSITION SOLUTIONS LLC | AUDIO TRANSCRIPT | Student Services | 010 | $799.05 |
| 27000416 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES | INSTRUCTIONAL SERVICES | 010 | $1,000.00 |
| 27000417 | AMAZON CAPITAL SERVICES | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | PERSONNEL SERVICES | 010 | $3,000.00 |
| 27000418 | AMAZON CAPITAL SERVICES | OFFICE EQUIPMENT | SUPERINTENDENT ´S OFFICE | 010 | $808.72 |
| 27000419 | MICHAEL ENRIQUEZ | CONSULTANT AGREEMENT; STUDENT ASSEMBLY; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $2,500.00 |
| 27000420 | BMX FREESTYLE TEAM, LLC | CONSULTANT AGREEMENT; STUDENT ASSEMBLY; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $5,625.00 |
| 27000421 | RALUY MARTINEZ, LISA | CONSULTANT AGREEMENT; COOKING AND NUTRITION INSTRUCTION; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $1,350.00 |
| 27000422 | OOTWI INC. | CONSULTANT SERVICES; INTERACTIVE SCIENCE WORKSHOPS; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $465.00 |
| 27000423 | FANTASTIC PARTIES | CONSULTANT AGREEMENT; INTERACTIVE BUBBLE SHOW; ELOP FUNDS; BOARD APPROVED 6/4/26 | CHILD DEVELOPMENT SERVICES | 010 | $2,580.00 |
| 27000424 | ALL AMERICAN TROPHY & ENGRAVING CO | OFFICE SUPPLIES | SUPERINTENDENT ´S OFFICE | 010 | $40.42 |
| 27000425 | STATE OF CALIFORNIA DEPARTMENT OF JUSTICE | 2026-27 BLANKET ORDER; FINGERPRINTING COSTS FOR EMPLOYEES | PERSONNEL SERVICES | 010 | $72,000.00 |
| 27000426 | AMTECH ELEVATOR SERVICES | EQUIPMENT REPAIR BY VENDOR, ON GOING AND MAJOR MAINTENANCE FUNDS | BURBANK HIGH SCHOOL | 010 | $862.00 |
| 27000427 | SMART & FINAL STORES CORP | 2026-27 BLANKET ORDER; SNACKS AND SUPPLIES; CALIF STATE PRESCHOOL PROGRAM FUNDS | CHILD DEVELOPMENT SERVICES | 120 | $350.00 |
| 27000428 | SVA ARCHITECTS, INC. | PROFESSIONAL SERVICES AGREEMENT; ARCHITECTURAL SERVICES; EMERSON ELEMENTARY MODERNIZATION; BOND FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 210 | $598,800.00 |

## BOARD DETAIL REPORT

**Printed between 06/02/2026 & 07/13/2026**

| PO Number | Vendor | Description | Site | Fund | Total Amount |
|---|---|---|---|---|---|
| 27000429 | CALIFORNIA SCHOOL NURSES ORGANIZATION | HEALTH EDUCATION MATERIALS | Health Services | 010 | $1,197.45 |
| 27000430 | BECKER & MIYAMOTO, INC. LICENSED LAND SURVERYORS | PROFESSIONAL SERVICES AGREEMENT; SURVEYING SERVICES; BOUNDARY SURVEY WITH TITLE REVIEW; BOND FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 210 | $141,500.00 |
| 27000431 | OPTERRA ENERGY SERVICES, LLC | SPARE SOLAR PANEL MODULES; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 010 | $11,005.21 |
| 27000432 | GREG POWELL, ARCHITECT, A CORPORATION | PROFESSIONAL SERVICES; ARCHITECTURAL SERVICES FOR DSA CLOSEOUT; BOND FUNDS; BOARD APPROVED 6/25/26 | FACILITIES SERVICES | 210 | $54,730.00 |
| 27000433 | SPECIAL EDUCATION PARENTS | CARRYOVER PO 26002973; SETTLEMENT AGREEMENT; REIMBURSEMENT TO PARENT FOR TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26 | SPECIAL EDUCATION | 010 | $4,000.00 |
| 27000434 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES | PERSONNEL SERVICES | 010 | $6,000.00 |
| 27000435 | DEPARTMENT OF INDUSTRIAL RELATIONS | 2026 - 20 BLANKET ORDER ; CONVEYANCE INSPECTION FEES; VARIOUS SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $6,000.00 |
| 27000436 | WEST SAN GABRIEL LIABILITY & PROPERTY JPA | CSAC LIABILITY AND PROPERTY INSURANCE | FISCAL SERVICES | 010 | $3,558,079.00 |
| 27000437 | WEST SAN GABRIEL LIABILITY & PROPERTY JPA | WORKERS' COMPENSATION INSURANCE | FISCAL SERVICES | 010 | $3,430,504.00 |
| 27000438 | OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 2026-27 BLANKET ORDER; OFFICE SUPPLIES, ON=GOING AND MAJOR MAINTENANCE FUNDS | FACILITIES SERVICES | 010 | $5,000.00 |

**PO Count:** **433** **Total:** **$16,218,115.11**

**Printed between 06/02/2026 & 07/13/2026**

## BOARD FUND SUMMARY

| Fund | Description | PO Count | Total Fund Amount |
|---|---|---|---|
| 010 | General Fund - Unrestricted | 402 | $14,532,451.71 |
| 110 | Adult Education Fund | 15 | $310,547.09 |
| 120 | Child Development Fund | 2 | $16,350.00 |
| 130 | Cafeteria Fund | 3 | $106,442.44 |
| 140 | Deferred Maintenance Fund | 5 | $109,763.93 |
| 210 | Building Fund | 5 | $1,139,234.94 |
| 400 | Special Res./for Cap. Outlay | 1 | $3,325.00 |
| | | **Total:** | **$16,218,115.11** |

# 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.
**26000404**
Show this number on invoices, packages and correspondence.



**VENDOR**

SHARP BUSINESS SYSTEMS
SHARP ELECTRONICS CORPORATION
100 PARAGON DRIVE
MONTVALE, NJ 07645

**Phone:** (818) 366-6262 **Fax:** (805) 823-8695

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FISCAL SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** FISCAL SERVICES
ADAMS/BUSINESS OFFICE

**PO Date:** 07/13/2026 **Deliver By:** 06/30/2026 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | 1 | CO | CHANGE ORDER #1: INCREASE BY $16,866039 FOR A REVISED TOTAL OF $<br><br>INCREASE DUE TO FINAL PRINTER PAGE COUNTS HIGHER THAN ESTIMATED<br><br>********** | 16,866.39 | 16,866.39 |
| 2 | 1 | LOT | >>> 2025 - 2026 BLANKET ORDER <<<<br><br>BLANKET ORDER TO COVER THE COST OF SHARP MAINTENANCE CHARGES (CLICK CHARGES)<br><br>24 MONTH AGREEMENT EFFECTIVE JULY 1, 2024 THROUGH JUNE 30, 2026<br><br>MAINTENANCE FEES ("CLICK CHARGES") AT THE FOLLOWING RATE PER PAGE:<br><br>-SHARP MFPs: $0.0049 B&W AND $0.049 COLOR (EFFECTIVE 7/1/25 THROUGH 6/30/26)<br><br>-HP DESKTOP PRINTERS: $0.0099 B&W AND $0.099 COLOR (EFFECTIVE 7/1/25 THROUGH 6/30/26)<br><br>APPROXIMATELY $14,750 MONTHLY / $177,000 ANNUALLY<br><br>THIS PO IS EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2026 | 177,000.00 | 177,000.00 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 44,528.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 44,528.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Director of Fiscal Services

**VENDOR 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.
**26000404**
Show this number on invoices, packages and correspondence.



**VENDOR**

SHARP BUSINESS SYSTEMS
SHARP ELECTRONICS CORPORATION
100 PARAGON DRIVE
MONTVALE, NJ 07645

**Phone:** (818) 366-6262 **Fax:** (805) 823-8695

**SHIP TO**

BURBANK UNIFIED SCHOOL DISTRICT
FISCAL SERVICES
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

**For:** FISCAL SERVICES
ADAMS/BUSINESS OFFICE

**PO Date:** 07/13/2026 **Deliver By:** 06/30/2026 **Buyer Name:** David Gerharter

| ITEM NO. | QTY ORDERED | UNIT OF ISSUE | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | | | NOT TO EXCEED: $177,000 | | |
| | | | BOARD APPROVED 6/20/24 | | |
| 3 | 1 | LOT | PREVIOUS YEAR EXPENDITURES | -149,338.39 | -149,338.39 |

**Vendor Instructions:**

1. **Show purchase order number on all invoices, shipping papers and correspondence.**
2. **Mail invoice in duplicate Attn: Accounts Payable, at the above address.**
3. **Packing slip must accompany each delivery showing purchase order, catalog number, serial number and description.**
4. **No changes without written authorization from purchasing.**
5. **If freight charges are applicable, prepay and add to invoice. No C.O.D. charges permitted.**
6. **All vendors/manufacturers representatives must send manufacturers safety data sheet (OSHA Form 20 or equivalent) with shipment when applicable.**

| | |
|---|---|
| SUB TOTAL | $ 44,528.00 |
| SALES TAX | $ 0.00 |
| SHIPPING | $ 0.00 |
| **TOTAL** | $ 44,528.00 |

**BURBANK UNIFIED SCHOOL DISTRICT**

Approved By:

Director of Fiscal Services

**VENDOR COPY**

**Burbank Unified School District**
**Fiscal Services**

# REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Jason Hasty, Assistant Superintendent, Business Servies

PREPARED BY: Cheretta Wade, Administrative Secretary II

SUBMITTED BY: Cheretta Wade, Administrative Secretary II

DATE: August 6, 2026

SUBJECT: Warrants Report – June 1, 2026 through June 30, 2026

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**Background:**
Pursuant to Education Code requirements, the District provides a monthly summary of warrants issued for payment of authorized obligations. The attached Warrant Report for the period June 1, 2026, through June 30, 2026, reflects expenditures processed across multiple District funds. This informational item is placed on the consent calendar to provide transparency into District financial activity. The summary tables below aggregate expenditures by fund and by major object classification.

**Summary of Warrants by Fund**

| Fund Number | Fund Name | Total Amount |
|---|---|---|
| 01 | General Fund | $6,950,141.85 |
| 11 | Adult Education Fund | $222,343.20 |
| 12 | Child Development Fund | $72,875.18 |
| 13 | Cafeteria Fund | $79,752.31 |
| 21 | Building Fund | $7,181,881.83 |
| 25 | Capital Facilities Fund (Developer Fees) | $13,315.42 |
| 40 | Special Reserve Fund | $261,082.29 |
| 67 | Self-Insurance Fund | $86,012.12 |
| 76 | Warrant/Agency Clearing Fund | $410,624.47 |
| | **Total** | **$15,278,028.67** |

**Discussion/Issues:**
The monthly Warrant Report summarizes all payments issued to vendors across the District's various funding sources. Providing this detailed report each month promotes transparency, strengthens internal financial oversight, and ensures the Board remains informed of District expenditures in a timely manner. This ongoing practice supports responsible fiscal management, enhances communication with stakeholders, and reflects the District's commitment to financial accountability. The transaction listing for the reporting period is attached for review.

**Fiscal Impact:** (if any)
$15,278,028.67

**Recommendation:**
Jason Hasty, Assistant Superintendent, Business Services recommends that the Board of Education approve the Warrant Report for the period June 1, 2026 through June 30, 2026, as presented. All expenditures have been processed in accordance with Education Code requirements, Board Policy, and approved purchase orders or contracts.

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A2Z EDUCATIONAL ADVOCATES | 000000022803030 | 15,000.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 15,000.00 |
| A2Z EDUCATIONAL ADVOCATES | 000000022784118 | 26,721.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 26,721.00 |
| AACA, INC | 000000022789272 | 60,763.09 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 60,763.09 |
| ABDO-SPOTLIGHT-MAGIC WAGON | 000000022800929 | 4,975.37 | 1 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 4,975.37 |
| ACCO ENGINEERED SYSTEMS, DEPT. 1106139 | 000000022795689 | 1,622.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,622.00 |
| ACCUQUILT | 000000022789273 | 1,555.35 | 1 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 1,555.35 |
| AD ASTRA EDUCATION, LLC | 000000022803031 | 23.12 | 1 | 01 | 0 | 90201 | 0 | 00000 | 24200 | 4210 | 2010000 | 23.12 |
| ADAM DEVORE | 000000022800930 | 68.02 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4790 | 3210000 | 68.02 |
| ADAM DEVORE | 000000022805761 | 477.78 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4790 | 3210000 | 477.78 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 528.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 2 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 3,914.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 3 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 9,362.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 4 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 1,039.50 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 5 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 5,961.50 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 6 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 38.50 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 7 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 9,059.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 8 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 9,936.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 9 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 687.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 10 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 121.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 11 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 2,730.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 12 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 535.50 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 13 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 986.00 |
| ADAMS SILVA & MCNALLY LLP | 000000022824447 | 46,498.50 | 14 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 1,600.50 |
| ALL AMERICAN TROPHY & ENGRAVING CO | 000000022791668 | 1,175.31 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 135.50 |
| ALL AMERICAN TROPHY & ENGRAVING CO | 000000022819205 | 272.74 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4310000 | 272.74 |
| ALL AMERICAN TROPHY & ENGRAVING CO | 000000022791668 | 1,175.31 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 1,039.81 |
| ALL AMERICAN TROPHY & ENGRAVING CO | 000000022781245 | 278.63 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 278.63 |
| ALL FOR KIDZ | 000000022819206 | 3,318.00 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5810 | 2130000 | 3,318.00 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 100.64 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 213.64 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 54.29 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 31.95 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 594.84 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 357.58 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 97.88 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 10 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 117.26 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 58.28 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 15 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 337.29 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 509.37 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 11 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 15.38 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 12 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 61.00 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 13 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 371.20 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 14 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 2,472.00 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022789274 | 5,473.75 | 16 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 81.15 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 42.53 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 712.13 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,008.20 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 198.30 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 132.60 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022808112 | 2,216.81 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 123.05 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022819207 | 1,109.43 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 125.22 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022819207 | 1,109.43 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 98.68 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022819207 | 1,109.43 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 640.72 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022819207 | 1,109.43 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 97.79 |
| ALL PHASE ELECTRIC SUPPLY CO | 000000022819207 | 1,109.43 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 147.02 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 16,382.50 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 14,865.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 3 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 11,710.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 4 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 7,210.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 5 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 9,297.50 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 6 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 8,210.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 8 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 230.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022789275 | 90,805.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 1,150.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022789275 | 90,805.00 | 4 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 31,682.50 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022789275 | 90,805.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 32,890.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022789275 | 90,805.00 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 25,082.50 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022803032 | 56,997.50 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 17,507.50 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022803032 | 56,997.50 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 22,070.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022803032 | 56,997.50 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 17,420.00 |
| ALPHA INTERPRETING AGENCY, CORP. | 000000022808113 | 75,537.50 | 7 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 7,632.50 |
| ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING, INC | 000000022789276 | 7,306.00 | 1 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 7,306.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 308 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | -108.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 108 | 01 | 0 | 58100 | 0 | 50010 | 31101 | 4310 | 7440000 | 5,639.84 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 95 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3200000 | 450.35 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 169 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 143.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 159 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2060000 | 16.50 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 238 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 65.22 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 182 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2050000 | 26.23 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 232 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 48.72 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 176 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 84.98 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 172 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 54.54 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 173 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 5.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 288 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | -40.61 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 162 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4316 | 3200000 | 401.55 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 163 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 3200000 | 1,204.65 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 155 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2100000 | 317.01 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 151 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2140000 | 33.14 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 15 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 2,621.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 186 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2140000 | 167.44 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 284 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -82.75 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 191 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 892.26 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 185 | 01 | 0 | 65000 | 0 | 57602 | 11907 | 4310 | 7440000 | 784.56 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 12 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4316 | 2140000 | 688.85 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 9 | 01 | 0 | 65000 | 0 | 57602 | 11907 | 4310 | 7440000 | 350.99 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 274 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | -97.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 221 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2140000 | 106.44 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2050000 | 34.13 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 300 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | -317.20 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 10 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | 397.98 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 269 | 01 | 0 | 95640 | 0 | 57602 | 11100 | 4310 | 7440000 | 655.41 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 60 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2090000 | 13.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 51 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 23.45 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 311 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -19.78 |
| AMAZON CAPITAL SERVICES | 000000022821850 | 2,884.62 | 2 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 6550 | 3210000 | 1,148.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 217 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | 345.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 237 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 152.18 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 212 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2030000 | 732.99 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 281 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2130000 | -182.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 138 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | 48.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 67 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 234.65 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 65 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2160000 | 268.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 292 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | -21.67 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 327.55 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 251 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 649.30 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 64 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4316 | 2140000 | 50.34 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 146 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 1,033.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 258 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 571.71 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 324 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -49.67 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 204 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2050000 | 196.47 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 203 | 01 | 0 | 65000 | 0 | 57602 | 11107 | 4310 | 4320000 | 193.36 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 4 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 95.78 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 93 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | 86.16 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 79 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 718.93 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 80 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 78.67 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 166 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 137.92 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 160 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 35.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 153 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2050000 | 76.52 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 608.63 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 57 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | -67.61 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 327 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | -14.35 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 39.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 235 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 46.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 178 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 81.87 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 152 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2140000 | 386.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 180 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2020000 | 61.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 171 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7470000 | 97.73 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 287 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | -80.63 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 161 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 2020000 | 15.90 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 214 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2010000 | 1,076.43 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 253 | 01 | 0 | 90810 | 0 | 11100 | 10000 | 4310 | 2130000 | 196.60 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 32 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 37.66 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 33 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 4.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 31 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | 198.88 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 98 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2050000 | 83.03 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 277 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2140000 | -13.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 309 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | -6.18 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 273 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4310 | 5480000 | -137.95 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 183 | 01 | 0 | 42010 | 1 | 47600 | 10000 | 4210 | 2140000 | 113.74 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 69 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2030000 | 153.16 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 55 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 77.34 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 215 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | 16.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 73 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | 262.46 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | 59.53 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 119 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2060000 | 94.77 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 3 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 48.82 |
| AMAZON CAPITAL SERVICES | 000000022821850 | 2,884.62 | 1 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 6550 | 3210000 | 1,736.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 170 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 2,382.49 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 177 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2140000 | 158.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 175 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4410 | 4320000 | 1,613.18 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 230 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2130000 | 76.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 23 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | 102.81 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 213 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 190.18 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 48 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 954.23 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 135 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2090000 | 155.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 245 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 205.90 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 257 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2130000 | 11.99 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 193 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4410 | 7440000 | 1,545.90 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 219 | 01 | 0 | 90201 | 0 | 00000 | 24200 | 4310 | 2010000 | -238.57 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 6 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2020000 | 54.39 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 10 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4410 | 7440000 | 438.66 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 124 | 01 | 0 | 00000 | 0 | 17000 | 10000 | 4381 | 7460000 | 130.94 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 118 | 01 | 0 | 00000 | 0 | 17011 | 10000 | 4310 | 4310000 | 440.87 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 260 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 244.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 140 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 43.05 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 126 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 291.09 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 127 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 31.85 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 125 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2140000 | 13.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 316 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | -47.27 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 317 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | -5.17 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 307 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7470000 | -214.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 306 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -31.46 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 187 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 3220000 | 633.18 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 167 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2100000 | 43.35 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 111 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 147.94 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 276 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | -185.79 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 84 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2050000 | 13.37 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 147 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 104.81 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 100 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 59.46 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 89 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7470000 | 29.77 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 312 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -90.57 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 18 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 1,413.51 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 3 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | 7.34 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 243 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 234.42 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 46 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7530000 | 34.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 271 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4410 | 7440000 | -58.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 143 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3220000 | 61.63 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 293 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4310000 | -59.84 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 290 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | -37.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 291 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | -4.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 222 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 2130000 | 147.77 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2140000 | 6.34 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 242 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4410 | 7460000 | 701.51 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 240 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 394.19 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 322 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2150000 | -40.84 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 296 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | -90.60 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 209 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 4,555.80 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 202 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2030000 | 753.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 44 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | 254.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 156 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4393 | 2100000 | 12.45 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 157 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4393 | 2100000 | 51.63 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 250 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 320.89 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 164 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 499.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 36 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | 485.94 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 210 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2010000 | 156.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 239 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7410000 | 26.79 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 68 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 18.56 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 319 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | -69.56 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 208 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3200000 | 3,699.00 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2020000 | 3,916.19 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 266 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 396.98 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 16 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 1,362.86 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 294 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | -17.34 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 218 | 01 | 0 | 90201 | 0 | 00000 | 24200 | 4310 | 2010000 | 373.65 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 815.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 168 | 01 | 0 | 67700 | 2 | 17007 | 10000 | 4410 | 3200000 | 1,099.94 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 241 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 756.75 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 7 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 4310 | 2150000 | 124.44 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 216 | 01 | 0 | 65000 | 0 | 57602 | 11107 | 4310 | 4320000 | 90.73 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 252 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 795.03 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 280 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2060000 | -94.77 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 90 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 358.26 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 224 | 01 | 0 | 90704 | 0 | 17006 | 41000 | 4410 | 4320000 | 2,079.60 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 47 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 1,151.78 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 17 | 01 | 0 | 30100 | 0 | 11100 | 10000 | 4310 | 2090000 | 1,944.07 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 267 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 42.74 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 7 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3200000 | 3,160.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 231 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 265.10 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 56 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 171.71 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 259 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 226.99 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 310 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -25.39 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 42 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2090000 | 323.70 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 6 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2150000 | 274.85 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 45 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 173.95 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 40 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 61.60 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 20 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 1,706.25 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 298 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | -41.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 14 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2160000 | 100.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 6 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 151.20 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 2 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2160000 | 712.40 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 11 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7530000 | 20.98 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 244 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 2,124.69 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 8 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 9.82 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 19 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | 1,478.93 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 96 | 01 | 0 | 00000 | 0 | 00000 | 31400 | 4310 | 2010000 | 28.72 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 85 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2150000 | 322.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 103 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2160000 | 484.23 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 87 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 228.83 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 189 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4410 | 7440000 | 745.31 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 154 | 01 | 0 | 65000 | 0 | 57601 | 31409 | 4310 | 7440000 | 10.43 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 318 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -32.57 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 35 | 01 | 0 | 65000 | 0 | 57601 | 31409 | 4310 | 7440000 | 88.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 255 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 42.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 75 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 20.18 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 76 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 2.21 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 315 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -6.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 249 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 119.67 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 78 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2010000 | 104.40 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 63 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 77.49 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 39 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 56.81 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 295 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2160000 | -15.46 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 270 | 01 | 0 | 67700 | 2 | 17007 | 10000 | 4410 | 3200000 | -1,099.94 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 323 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -27.61 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 21 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2090000 | 613.56 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 141 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4316 | 2140000 | 331.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 91 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 3220000 | 16.56 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 28 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1,558.31 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 27 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2140000 | 59.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 145 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2050000 | 11.52 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 130 | 01 | 0 | 67700 | 2 | 17007 | 10000 | 4410 | 3200000 | 1,208.23 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 129 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 506.68 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 120 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2030000 | 171.63 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 117 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 98.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 289 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | -38.59 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 165 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2050000 | 44.19 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 200 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 582.16 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 190 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 220.16 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 54 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 173.40 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 278 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4410 | 7440000 | -1,495.90 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 97 | 01 | 0 | 00000 | 0 | 17011 | 10000 | 4310 | 4310000 | 681.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 227 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 5080000 | 367.38 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 105 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 295.30 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 102 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4316 | 2140000 | 200.02 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 82 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 91.03 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 192 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2140000 | 108.26 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 220 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2140000 | 280.46 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 142 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 133.03 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 139 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 79.35 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 122 | 01 | 0 | 00000 | 0 | 00000 | 31400 | 4310 | 2010000 | 52.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 233 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2130000 | 64.06 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 174 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 38.38 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 150 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 973.16 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 107 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 4.41 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 66 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 526.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 109 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 22.88 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 275 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | -70.35 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 30 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 115.89 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 113 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 145.79 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 110 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 176.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 226 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 251.58 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 81 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 47.04 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 299 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2030000 | -12.57 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 320 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | -77.78 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 321 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | -8.51 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 22 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2050000 | 65.08 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 246 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 565.84 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 121 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2140000 | 328.71 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 229 | 01 | 0 | 00000 | 0 | 17004 | 10000 | 4310 | 4310000 | 270.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 261 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 1,233.58 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 43 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 177.91 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 194 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4393 | 2100000 | 193.92 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 195 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4393 | 2100000 | 804.08 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 313 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | -6.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 199 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 258.05 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 196 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 1,583.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 49 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 2,466.68 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 205 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 1,021.29 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 328 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | -48.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 329 | 01 | 0 | 65000 | 0 | 57602 | 11107 | 4310 | 3200000 | -7.78 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 330 | 01 | 0 | 00000 | 0 | 15000 | 10000 | 4310 | 3200000 | -0.95 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 234 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2130000 | 161.66 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 112 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 404.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 106 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 79.27 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 62 | 01 | 0 | 65000 | 0 | 57601 | 11100 | 4310 | 5170000 | 28.50 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 26 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 27.57 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 101 | 01 | 0 | 65000 | 0 | 57601 | 11100 | 4310 | 5170000 | 308.26 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 99 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 305.15 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 94 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | 116.47 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 1 | 01 | 0 | 42010 | 2 | 47600 | 10000 | 4310 | 2020000 | 27.54 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 254 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 351.48 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 206 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 149.12 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 198 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2060000 | 54.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 263 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 184.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 268 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 118.07 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 264 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 119.54 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 265 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4410 | 7460000 | 1,238.51 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 282 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2010000 | -95.70 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 128 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 155.87 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 256 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 64.20 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 197 | 01 | 0 | 42010 | 1 | 47600 | 10000 | 4210 | 2140000 | 36.19 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 70 | 01 | 0 | 42010 | 1 | 47600 | 10000 | 4310 | 4320000 | 183.61 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 71 | 01 | 0 | 42010 | 2 | 47600 | 10000 | 4310 | 4320000 | 249.57 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 72 | 01 | 0 | 42010 | 0 | 47600 | 10000 | 4310 | 4320000 | 0.02 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 149 | 01 | 0 | 00000 | 0 | 15000 | 10000 | 4310 | 2030000 | 67.38 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 134 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2130000 | 49.68 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 114 | 01 | 0 | 65000 | 0 | 57601 | 11100 | 4310 | 5170000 | 57.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 53 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 154.69 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 52 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 1,422.15 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 115 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 2130000 | 8.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 116 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4316 | 2130000 | 8.96 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 8 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 2,185.62 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 61 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7530000 | 89.14 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 58 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2030000 | 428.33 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 50 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 152.93 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 29 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2160000 | 132.58 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 236 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2130000 | 246.93 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 211 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 80.42 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 41 | 01 | 0 | 65000 | 0 | 57602 | 11907 | 4310 | 7440000 | 242.03 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 38 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4316 | 2140000 | 746.95 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 225 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 643.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 188 | 01 | 0 | 65000 | 0 | 57601 | 11100 | 4310 | 5170000 | 80.52 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 184 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 422.45 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 179 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2010000 | 122.17 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 158 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2020000 | 67.39 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 283 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | -16.78 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 37 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2140000 | 27.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 272 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | -150.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 262 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 128.58 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 74 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2160000 | 324.45 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 223 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 237.11 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 104 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 364.54 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 92 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3210000 | 116.97 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 88 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 904.41 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 325 | 01 | 0 | 95640 | 0 | 11100 | 10000 | 4310 | 7440000 | -33.14 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2150000 | 633.37 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 24 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 192.24 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 13 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 20.59 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 228 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 480.16 |
| AMAZON CAPITAL SERVICES | 000000022789277 | 5,302.72 | 9 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2160000 | 445.27 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 248 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 359.64 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 77 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 177.96 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 59 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.85 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 131 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 43.52 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 201 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | -63.80 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 144 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.70 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 136 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 240.51 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 247 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 52.45 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 207 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 274.08 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 86 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 428.89 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 25 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3210000 | 1,179.37 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 305 | 01 | 0 | 90810 | 0 | 11100 | 10000 | 4310 | 2130000 | -41.40 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 137 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 3.54 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 123 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2150000 | 13.40 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,267.68 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 4,403.70 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,873.92 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,051.24 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 5 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,876.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 6 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,024.24 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 7 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,370.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 8 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,352.84 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 9 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,339.84 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 10 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,110.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 11 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 15,392.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 12 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,660.20 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 13 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,240.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 14 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,370.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 15 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,378.84 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 16 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,058.00 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 17 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 15,180.86 |
| AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157 | 000000022808114 | 121,566.84 | 18 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 4,617.48 |
| AMS.NET | 000000022813927 | 1,800.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 6550 | 7730000 | 1,800.00 |
| AMTECH ELEVATOR SERVICES | 000000022789278 | 19,585.80 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 8,826.92 |
| AMTECH ELEVATOR SERVICES | 000000022789278 | 19,585.80 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 7,258.88 |
| AMTECH ELEVATOR SERVICES | 000000022789278 | 19,585.80 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 3,500.00 |
| AMTECH ELEVATOR SERVICES | 000000022795690 | 1,275.60 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,275.60 |
| AMY CHOI | 000000022789279 | 42.63 | 1 | 01 | 0 | 00000 | 0 | 00000 | 31400 | 5210 | 7720000 | 42.63 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AMY PROSSER | 000000022789280 | 51.91 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5210 | 7720000 | 51.91 |
| AMY WARDLAW | 000000022789281 | 25,000.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 25,000.00 |
| ANAHEIM LAWNMOWER SHOP & WELDING LLC | 000000022789282 | 461.16 | 1 | 01 | 0 | 81500 | 0 | 00000 | 82200 | 5631 | 7520000 | 461.16 |
| ANBRASS MUSIC | 000000022791669 | 220.00 | 1 | 01 | 0 | 00000 | 0 | 17006 | 10000 | 5631 | 3200000 | 220.00 |
| APPLE INC | 000000022819210 | 4,901.40 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3220000 | 811.33 |
| APPLE INC | 000000022819210 | 4,901.40 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5840 | 3220000 | 81.76 |
| APPLE INC | 000000022819210 | 4,901.40 | 6 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 4310 | 4310000 | 554.14 |
| APPLE INC | 000000022819210 | 4,901.40 | 4 | 01 | 0 | 67700 | 2 | 17005 | 10000 | 4450 | 3220000 | 771.57 |
| APPLE INC | 000000022819210 | 4,901.40 | 5 | 01 | 0 | 67700 | 2 | 17005 | 10000 | 5840 | 3220000 | 3.33 |
| APPLE INC | 000000022813928 | 1,572.90 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11907 | 4450 | 7440000 | 1,527.90 |
| APPLE INC | 000000022813928 | 1,572.90 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11907 | 5840 | 7440000 | 45.00 |
| APPLE INC | 000000022819210 | 4,901.40 | 3 | 01 | 0 | 58100 | 0 | 50010 | 31101 | 5840 | 7440000 | 2,679.27 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022789283 | 4,632.02 | 1 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 2,450.95 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022789283 | 4,632.02 | 2 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 5840 | 7460000 | 148.75 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022789283 | 4,632.02 | 3 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 1,824.07 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022789283 | 4,632.02 | 4 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 5840 | 7460000 | 208.25 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022791670 | 7,407.99 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 3200000 | 675.00 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022791670 | 7,407.99 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4450 | 3200000 | 6,732.99 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022808115 | 2,585.57 | 1 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4450 | 7440000 | 2,343.56 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022808115 | 2,585.57 | 2 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 242.01 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022819211 | 9,242.88 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4490 | 7450000 | 1,468.96 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022819211 | 9,242.88 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5840 | 7450000 | 71.52 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022819211 | 9,242.88 | 3 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 5840 | 4310000 | 357.59 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022819211 | 9,242.88 | 4 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4410 | 4310000 | 7,344.81 |
| ASHLEY MEJIA | 000000022789284 | 213.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5880 | 7550000 | 213.00 |
| AT & T | 000000022805763 | 101.53 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7400000 | 101.53 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022778715 | 55,353.02 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 51,760.36 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022778715 | 55,353.02 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7470000 | 3,592.66 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 103,221.61 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7470000 | 775.12 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 3 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 11,965.00 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 4 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 21,113.75 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022819212 | 6,893.02 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 263.50 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 5 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 96.25 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 6 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 9,348.75 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 7 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 273.75 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 8 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 33,986.25 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022784119 | 181,135.48 | 9 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7470000 | 355.00 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022819212 | 6,893.02 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 3,040.00 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022803033 | 12,581.75 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 12,581.75 |
| ATKINSON, ANDELSON, LOYA, RUUD & ROMO | 000000022819212 | 6,893.02 | 3 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 3,589.52 |
| AUNTIE M CREATIVE CONSULTANTS INC | 000000022784120 | 9,020.50 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5611 | 7420000 | 9,020.50 |
| AUTISM BEHAVIOR INTERVENTION INC | 000000022803034 | 28,167.25 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,010.76 |
| AUTISM BEHAVIOR INTERVENTION INC | 000000022803034 | 28,167.25 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,345.22 |
| AUTISM BEHAVIOR INTERVENTION INC | 000000022803034 | 28,167.25 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,645.42 |
| AUTISM BEHAVIOR INTERVENTION INC | 000000022803034 | 28,167.25 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 8,165.85 |
| AVANTGUARD MONITORING CENTERS, LLC | 000000022789285 | 372.59 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5850 | 7520000 | 372.59 |
| AVS TEES | 000000022791671 | 5,773.07 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 3,074.66 |
| AVS TEES | 000000022791671 | 5,773.07 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 2,698.41 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 9,856.35 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 5 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,718.55 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 12,232.50 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,350.00 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 10,290.00 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 7 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,650.20 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 8 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,675.00 |
| AYA HEALTHCARE INC. | 000000022789286 | 60,606.00 | 6 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,833.40 |
| AYA HEALTHCARE INC. | 000000022795691 | 25,458.30 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 9,375.45 |
| AYA HEALTHCARE INC. | 000000022795691 | 25,458.30 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,245.00 |
| AYA HEALTHCARE INC. | 000000022795691 | 25,458.30 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,615.00 |
| AYA HEALTHCARE INC. | 000000022795691 | 25,458.30 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,222.85 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AZTEC STORAGE CONTAINERS | 000000022821851 | 3,734.91 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4410 | 2021000 | 3,734.91 |
| B & H PHOTO VIDEO | 000000022813929 | 23,128.22 | 1 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 6510 | 3210000 | 19,770.67 |
| B & H PHOTO VIDEO | 000000022813929 | 23,128.22 | 2 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 4480 | 3210000 | 1,612.98 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 1 | 01 | 0 | 90704 | 0 | 18003 | 10000 | 4310 | 4320000 | 661.62 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 2 | 01 | 0 | 90704 | 0 | 18003 | 10000 | 4410 | 4320000 | 3,619.96 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 3 | 01 | 0 | 90904 | 0 | 18003 | 10000 | 4410 | 4320000 | 334.67 |
| B & H PHOTO VIDEO | 000000022813929 | 23,128.22 | 3 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 6510 | 3210000 | 1,612.98 |
| B & H PHOTO VIDEO | 000000022813929 | 23,128.22 | 4 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 4480 | 3210000 | 131.59 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 4 | 01 | 0 | 90704 | 0 | 18003 | 10000 | 4310 | 4320000 | 3.66 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 5 | 01 | 0 | 90704 | 0 | 18003 | 10000 | 4410 | 4320000 | 20.04 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 6 | 01 | 0 | 90904 | 0 | 18003 | 10000 | 4410 | 4320000 | 1.85 |
| B.I.G. SOLUTIONS | 000000022789287 | 4,845.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 4,845.00 |
| B.I.G. SOLUTIONS | 000000022805765 | 6,370.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 6,370.00 |
| BARNES AND NOBLE INC | 000000022819213 | 7,856.60 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 3220000 | 7,856.60 |
| BASECAMP SUPPLY CO | 000000022821852 | 548.80 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2150000 | 548.80 |
| BEHAVIOR AND EDUCATION INC | 000000022805766 | 9,021.17 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 8,365.17 |
| BEHAVIOR AND EDUCATION INC | 000000022805766 | 9,021.17 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 656.00 |
| BEHAVIOR THERAPY CLINIC | 000000022776188 | 7,504.95 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,504.95 |
| BEHAVIOR THERAPY CLINIC | 000000022803036 | 6,248.59 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,248.59 |
| BENCHMARK EDUCATION COMPANY | 000000022795692 | 8,726.90 | 1 | 01 | 0 | 63000 | 0 | 11100 | 10000 | 4110 | 7420000 | 8,726.90 |
| BEST BUY BUSINESS ADVANTAGE | 000000022791672 | 3,084.31 | 1 | 01 | 0 | 00000 | 0 | 18006 | 10000 | 4410 | 3200000 | 3,084.31 |
| BEST BUY BUSINESS ADVANTAGE | 000000022805767 | 572.98 | 1 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 4480 | 2160000 | 572.98 |
| BEST BUY BUSINESS ADVANTAGE | 000000022819214 | 3,825.46 | 1 | 01 | 0 | 90704 | 0 | 18006 | 10000 | 4410 | 3200000 | 3,140.32 |
| BEST BUY BUSINESS ADVANTAGE | 000000022819214 | 3,825.46 | 2 | 01 | 0 | 90904 | 0 | 18006 | 10000 | 4410 | 3200000 | 685.14 |
| BESTLINK NETWARE INC | 000000022795693 | 1,143.05 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 1,143.05 |
| BIG BRAND TIRE AND SERVICE | 000000022819215 | 1,097.51 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,097.51 |
| BIO COMPANY INC | 000000022795694 | 699.10 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4310000 | 699.10 |
| BMC WEST LLC 1202 | 000000022811114 | 246.44 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 246.44 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 5 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 62,254.84 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022819216 | 138,642.20 | 2 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 59,965.09 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 2 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 49,110.00 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 3 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 61,708.00 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 1 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 9,493.11 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022819216 | 138,642.20 | 1 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 9,493.11 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 6 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 62,135.00 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022789288 | 293,870.95 | 4 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 49,170.00 |
| BOYS & GIRLS CLUB OF BURBANK | 000000022819216 | 138,642.20 | 3 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5850 | 7420000 | 69,184.00 |
| BRINING, CINDY A | 000000022781246 | 4,000.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 4,000.00 |
| BRINK'S INCORPORATED | 000000022789289 | 149.21 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7470000 | 149.21 |
| BSN SPORTS | 000000022795695 | 795.60 | 1 | 01 | 0 | 00000 | 0 | 15000 | 10000 | 4310 | 4310000 | 795.60 |
| BURBANK IRRIGATION SUPPLY | 000000022789290 | 15.47 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82200 | 4310 | 7520000 | 15.47 |
| BURBANK IRRIGATION SUPPLY | 000000022821853 | 645.07 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82200 | 4310 | 7520000 | 411.73 |
| BURBANK IRRIGATION SUPPLY | 000000022821853 | 645.07 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82200 | 4310 | 7520000 | 183.34 |
| BURBANK IRRIGATION SUPPLY | 000000022821853 | 645.07 | 3 | 01 | 0 | 81500 | 0 | 00000 | 82200 | 5631 | 7520000 | 50.00 |
| BURBANK WATER AND POWER | 000000022805768 | 10,894.44 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 69.16 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 6 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 19,103.54 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 7 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 4,854.93 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 8 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 2,167.78 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 11 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 5,756.61 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 12 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 842.70 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 20 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 6,502.33 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 21 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 877.70 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 22 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 1,393.30 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 13 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 528.55 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 14 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 114.07 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 23 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 315.57 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 24 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 119.69 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 25 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 915.46 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 15 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 18.77 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 16 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 4,914.50 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 17 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 5,200.71 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 18 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 1,878.32 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 19 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 1,301.50 |
| BURBANK WATER AND POWER | 000000022781248 | 27.74 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 27.74 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 5 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 27.74 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 9 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 72.69 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 10 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 24.87 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 26 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 5,938.39 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 27 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 1,025.76 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 28 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 1,478.54 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 4 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 258.72 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 3,671.19 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 2 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 1,236.41 |
| BURBANK WATER AND POWER | 000000022821854 | 71,131.76 | 3 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 591.42 |
| BURBANK WATER AND POWER | 000000022805768 | 10,894.44 | 2 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5520 | 7400000 | 7,156.03 |
| BURBANK WATER AND POWER | 000000022805768 | 10,894.44 | 3 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5530 | 7400000 | 2,326.41 |
| BURBANK WATER AND POWER | 000000022805768 | 10,894.44 | 4 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5560 | 7400000 | 1,342.84 |
| CANON FINANCIAL SERVICES, INC. | 000000022813931 | 13,144.22 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5611 | 7400000 | 13,144.22 |
| CANON FINANCIAL SERVICES, INC. | 000000022789292 | 7,769.10 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5631 | 7400000 | 7,769.10 |
| CARLOS SOLORZANO | 000000022789293 | 500.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5880 | 7550000 | 500.00 |
| CAROLINA BIOLOGICAL SUPPLY CO | 000000022803037 | 155.83 | 1 | 01 | 0 | 00000 | 0 | 13400 | 10000 | 4310 | 4320000 | 141.66 |
| CAROLINA BIOLOGICAL SUPPLY CO | 000000022803037 | 155.83 | 2 | 01 | 0 | 00000 | 0 | 13400 | 10000 | 4310 | 4320000 | 14.17 |
| CARTER FENCE COMPANY INC | 000000022808117 | 389.51 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 389.51 |
| CARTER FENCE COMPANY INC | 000000022789294 | 821.30 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 821.30 |
| CATALINA PAINTS | 000000022789295 | 109.60 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 109.60 |
| CATALINA PAINTS - BURBANK | 000000022789296 | 84.10 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 84.10 |
| CCCEN GROUP | 000000022774114 | 35,000.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7400000 | 35,000.00 |
| CDW GOVERNMENT | 000000022813932 | 425.71 | 1 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4340 | 7440000 | 425.71 |
| CELESTE KENNELYN | 000000022789297 | 1,704.06 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2130000 | 201.27 |
| CELESTE KENNELYN | 000000022789297 | 1,704.06 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 1,502.79 |
| CENIC | 000000022789298 | 1,072.50 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7400000 | 1,072.50 |
| CENTER FOR DEVELOPING KIDS | 000000022803038 | 2,000.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 2,000.00 |
| CENTER FOR VISION DEVELOPMENT OPTOMETRY | 000000022789299 | 275.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 275.00 |
| CENTER FOR VISION DEVELOPMENT OPTOMETRY | 000000022805772 | 275.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 275.00 |
| CHILDREN'S PROMISE INC. | 000000022784121 | 5,000.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 5,000.00 |
| CINTAS CORPORATION | 000000022789301 | 507.40 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 5631 | 7520000 | 507.40 |
| CITY OF BURBANK | 000000022789302 | 961.43 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82000 | 5560 | 7520000 | 961.43 |
| CITY OF BURBANK | 000000022819219 | 2,938.13 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5880 | 7420000 | 2,730.00 |
| CITY OF BURBANK | 000000022819219 | 2,938.13 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4360 | 7730000 | 208.13 |
| CITY OF BURBANK | 000000022813933 | 11,239.40 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82000 | 4360 | 7520000 | 7,508.20 |
| CITY OF BURBANK | 000000022813933 | 11,239.40 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82000 | 4360 | 7520000 | 3,731.20 |
| CLIFTONLARSONALLEN LLP | 000000022791673 | 7,759.50 | 1 | 01 | 0 | 00000 | 0 | 00000 | 71900 | 5820 | 7400000 | 7,759.50 |
| CLIFTONLARSONALLEN LLP | 000000022789303 | 37,359.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 71900 | 5820 | 7400000 | 37,359.00 |
| COAST TO COAST GLASS CORPORATION | 000000022813934 | 1,652.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,652.00 |
| COMMERCIAL DOOR OF LOS ANGELES COUNTY | 000000022789304 | 3,560.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 3,560.00 |
| CORIELLE LOPEZ | 000000022789305 | 110.60 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5220 | 7550000 | 110.60 |
| COSCO FIRE PROTECTION INC | 000000022808118 | 8,935.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 8,935.00 |
| COSCO FIRE PROTECTION INC | 000000022808119 | 730.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 730.00 |
| COVELO GROUP, INC. | 000000022789306 | 9,917.98 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 1,818.30 |
| COVELO GROUP, INC. | 000000022789306 | 9,917.98 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 2,094.94 |
| COVELO GROUP, INC. | 000000022789306 | 9,917.98 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 6,004.74 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 6,347.97 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 3,771.88 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 100.00 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 6,051.73 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 1,803.86 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 4,757.28 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 5,996.84 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 3,449.64 |
| COVELO GROUP, INC. | 000000022805773 | 133,743.76 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 101,464.56 |
| COVELO GROUP, INC. | 000000022808120 | 73,280.94 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 73,280.94 |
| COVELO GROUP, INC. | 000000022811118 | 1,238.79 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,238.79 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CRABTREE PUBLISHING COMPANY | 000000022813935 | 135.32 | 1 | 01 | 0 | 30100 | 1 | 11100 | 10000 | 4210 | 2030000 | 135.32 |
| CRAIG CROTTY ARBOR CULTURE | 000000022789307 | 1,850.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,850.00 |
| CROWN CASTLE FIBER LLC | 000000022789308 | 550.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7401000 | 550.00 |
| CURRICULUM ASSOCIATES LLC | 000000022789309 | 9,668.09 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2100000 | 9,668.09 |
| DATA2 CORP | 000000022795697 | 298.19 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7530000 | 298.19 |
| DEMCO | 000000022791674 | 1,442.97 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 1,442.97 |
| DEMCO | 000000022789310 | 407.29 | 1 | 01 | 0 | 90820 | 0 | 11100 | 24200 | 4310 | 2100000 | 407.29 |
| DEPARTMENT OF INDUSTRIAL RELATIONS | 000000022808121 | 225.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5880 | 7520000 | 225.00 |
| DEPARTMENT OF JUSTICE | 000000022821857 | 1,882.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5860 | 7550000 | 1,882.00 |
| DESIGNS BY KING | 000000022803040 | 395.02 | 1 | 01 | 0 | 90704 | 0 | 17006 | 41000 | 4310 | 4320000 | 224.15 |
| DESIGNS BY KING | 000000022803040 | 395.02 | 2 | 01 | 0 | 00000 | 0 | 17006 | 10000 | 4310 | 4320000 | 170.87 |
| DESOTO SALES INC | 000000022808122 | 569.58 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 569.58 |
| DESOTO SALES INC | 000000022819220 | 100.94 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 100.94 |
| DICK BLICK CO | 000000022819221 | 244.33 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 244.33 |
| DICK BLICK CO | 000000022791675 | 873.78 | 1 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4316 | 3200000 | 873.78 |
| DICK BLICK CO | 000000022803041 | 192.89 | 2 | 01 | 0 | 00000 | 0 | 17001 | 10000 | 4310 | 4320000 | 213.84 |
| DICK BLICK CO | 000000022803041 | 192.89 | 1 | 01 | 0 | 00000 | 0 | 17001 | 10000 | 4310 | 4320000 | -20.95 |
| DIGI-BLOCK, INC. | 000000022789311 | 7,801.25 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 7,801.25 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 65.56 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 8.33 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 23.82 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 14.88 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 34.61 |
| DIY HOME CENTER | 000000022789312 | 197.39 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 50.19 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 26.83 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 13.90 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 10.93 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 24.40 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 13.50 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 2.36 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 30.29 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 52.13 |
| DIY HOME CENTER | 000000022808123 | 183.47 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 9.13 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 28.83 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 29.81 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 36.79 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 16.39 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 12 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 43.86 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 15.89 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 26.79 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 23.86 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 44.72 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 16.45 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 10 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 25.85 |
| DIY HOME CENTER | 000000022821859 | 344.78 | 11 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 35.54 |
| DMG SC., INC | 000000022808124 | 2,596.03 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,075.00 |
| DMG SC., INC | 000000022808124 | 2,596.03 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,521.03 |
| DROPLET SOLUTIONS, INC. | 000000022803042 | 12,500.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 6440 | 7470000 | 12,500.00 |
| DUBNOFF/VALLEY HIGH SCHOOL | 000000022789313 | 22,100.14 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 21,770.14 |
| DUBNOFF/VALLEY HIGH SCHOOL | 000000022789313 | 22,100.14 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 330.00 |
| DUNN EDWARDS CORP | 000000022811119 | 823.90 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 96.33 |
| DUNN EDWARDS CORP | 000000022811119 | 823.90 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 222.67 |
| DUNN EDWARDS CORP | 000000022811119 | 823.90 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 90.18 |
| DUNN EDWARDS CORP | 000000022811119 | 823.90 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 414.72 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 126.83 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 269.33 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 323.04 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 80.92 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 31.40 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 238.78 |
| DUNN EDWARDS CORP | 000000022821860 | 1,162.15 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 91.85 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DURHAM SCHOOL SERVICES, L.P. | 000000022819222 | 789.75 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2090000 | 789.75 |
| ELEVATE K12 LEADERSHIP, LLC. | 000000022789314 | 22,393.85 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7470000 | 22,100.00 |
| ELEVATE K12 LEADERSHIP, LLC. | 000000022789314 | 22,393.85 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4395 | 7470000 | 293.85 |
| ELIZABETH KIM | 000000022808126 | 4,000.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 4,000.00 |
| ENGAGING HEARTS AND MINDS | 000000022819224 | 33,680.00 | 1 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4250 | 5480000 | 33,680.00 |
| ENRICH LA | 000000022805776 | 6,286.00 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5810 | 2150000 | 6,286.00 |
| ENRICH LA | 000000022805776 | -6,286.00 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5810 | 2150000 | -6,286.00 |
| ERIC WELCH | 000000022805777 | 2,099.00 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5810 | 2150000 | 2,099.00 |
| EVERNORTH CARE SOLUTIONS, INC. | 000000022811121 | 3,092.04 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 3,092.04 |
| EVERY SPECIAL CHILD, LLC | 000000022789315 | 7,920.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 7,920.00 |
| EVERY SPECIAL CHILD, LLC | 000000022803043 | 7,040.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 7,040.00 |
| EWING IRRIGATION PRODUCTS, INC. | 000000022789316 | 184.40 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 184.40 |
| EWING IRRIGATION PRODUCTS, INC. | 000000022811122 | 947.97 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 171.22 |
| EWING IRRIGATION PRODUCTS, INC. | 000000022811122 | 947.97 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 154.12 |
| EWING IRRIGATION PRODUCTS, INC. | 000000022811122 | 947.97 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 622.63 |
| EXPRESS READERS INC | 000000022819225 | 1,687.50 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5810 | 2100000 | 1,687.50 |
| FAMILY SERVICE AGENCY OF BURBANK | 000000022789317 | 20,000.00 | 1 | 01 | 0 | 90350 | 0 | 57601 | 11800 | 5810 | 7440000 | 20,000.00 |
| FAMILY SERVICE AGENCY OF BURBANK | 000000022819226 | 58,000.00 | 1 | 01 | 0 | 90350 | 0 | 57601 | 11800 | 5810 | 7440000 | 10,000.00 |
| FAMILY SERVICE AGENCY OF BURBANK | 000000022819226 | 58,000.00 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 48,000.00 |
| FAMILY SERVICE AGENCY OF BURBANK | 000000022803044 | 144,000.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 144,000.00 |
| FEDERAL EXPRESS | 000000022789318 | 228.64 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5920 | 7400000 | 228.64 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 421.62 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 40.07 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 165.60 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 161.90 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 28.99 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 14.39 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 44.40 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022789319 | 1,042.92 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 165.95 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 101.90 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 278.56 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 120.47 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 527.94 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 763.11 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 261.47 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 504.39 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 260.95 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022811123 | 1,980.56 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 26.78 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 14.10 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 438.47 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 151.97 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 47.69 |
| FERGUSON ENTERPRISES LLC #1350 | 000000022821862 | 1,692.20 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 174.96 |
| FIRST STUDENT, INC | 000000022819227 | 762,850.96 | 1 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 398,247.83 |
| FIRST STUDENT, INC | 000000022819227 | 762,850.96 | 2 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 350,621.13 |
| FIRST STUDENT, INC | 000000022819227 | 762,850.96 | 3 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 13,982.00 |
| FIRST STUDENT, INC | 000000022808127 | 24,002.00 | 1 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 24,002.00 |
| FIRST STUDENT, INC | 000000022795698 | 2,481.28 | 2 | 01 | 0 | 90904 | 0 | 17023 | 41000 | 5811 | 3210000 | 1,058.70 |
| FIRST STUDENT, INC | 000000022795698 | 2,481.28 | 1 | 01 | 0 | 90904 | 0 | 17023 | 41000 | 5811 | 3210000 | 1,422.58 |
| FIRST STUDENT, INC | 000000022776190 | 3,977.18 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2020000 | 992.56 |
| FIRST STUDENT, INC | 000000022776190 | 3,977.18 | 2 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5811 | 2020000 | 913.02 |
| FIRST STUDENT, INC | 000000022776190 | 3,977.18 | 3 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2020000 | 1,079.04 |
| FIRST STUDENT, INC | 000000022776190 | 3,977.18 | 4 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5811 | 2020000 | 992.56 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 45.68 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 99.14 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022774115 | 356.31 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 356.31 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022776191 | 370.14 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 92.16 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 23.10 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 106.12 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022776191 | 370.14 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 133.65 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022776191 | 370.14 | 4 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 121.57 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 10 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 104.61 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 11 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 113.10 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 5 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 70.07 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 6 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 173.55 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022776191 | 370.14 | 3 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 22.76 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022789320 | 143.17 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 67.67 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022789320 | -143.17 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | -67.67 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022808128 | 143.27 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 67.77 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022789320 | 143.17 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 75.50 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022789320 | -143.17 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | -75.50 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022808128 | 143.27 | 2 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 75.50 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 3 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 80.47 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022791676 | 561.07 | 4 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 92.16 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 9 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 713.44 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 7 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 932.14 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 8 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 429.49 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 5 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 483.47 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 6 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 62.95 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 3 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 1,000.59 |
| FOLLETT CONTENT SOLUTIONS LLC | 000000022819229 | 4,164.50 | 4 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 4210 | 5480000 | 195.49 |
| FRANCISCO GUTIERREZ | 000000022789321 | 129.00 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5220 | 3210000 | 129.00 |
| FUN EXPRESS LLC | 000000022791677 | 165.68 | 1 | 01 | 0 | 90202 | 0 | 11100 | 10000 | 4310 | 7460000 | 165.68 |
| GARY D STROMBERG & ASSOCIATES LLC | 000000022795699 | 23,802.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 10,425.00 |
| GARY D STROMBERG & ASSOCIATES LLC | 000000022795699 | 23,802.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 13,377.00 |
| GIRARD & PETERSON INC | 000000022789322 | 280.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 280.00 |
| GLENDA ARRIOLA-ALCAZAR | 000000022789323 | 8.70 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5210 | 7720000 | 8.70 |
| GLOBAL EQUIPMENT COMPANY | 000000022819230 | 2,909.11 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4410 | 2140000 | 2,909.11 |
| GLOBAL EQUIPMENT COMPANY | 000000022795700 | 1,318.12 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2130000 | 1,318.12 |
| GLOBAL LEASE GROUP, INC. | 000000022821863 | 613.27 | 1 | 01 | 0 | 58100 | 0 | 57602 | 91000 | 7439 | 7440000 | 613.27 |
| GRAINGER | 000000022789324 | 54.89 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 54.89 |
| GRAINGER | 000000022811124 | 1,075.28 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,075.28 |
| GRAINGER | 000000022821864 | 40.25 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 40.25 |
| GRIMCO, INC. | 000000022795702 | 409.92 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 409.92 |
| GRIMCO, INC. | 000000022808130 | 192.51 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 192.51 |
| GUITAR CENTER | 000000022805779 | 308.85 | 1 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 182.33 |
| GUITAR CENTER | 000000022805779 | 308.85 | 2 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 51.38 |
| GUITAR CENTER | 000000022805779 | 308.85 | 3 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 75.14 |
| HANDY MARKET | 000000022789325 | 43.94 | 1 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 4310 | 7910000 | 43.94 |
| HASA INC | 000000022789327 | 1,887.01 | 1 | 01 | 0 | 00000 | 0 | 00000 | 81100 | 4373 | 4320000 | 1,154.99 |
| HASA INC | 000000022789327 | 1,887.01 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4373 | 7520000 | 256.67 |
| HASA INC | 000000022789327 | 1,887.01 | 3 | 01 | 0 | 00000 | 0 | 00000 | 81100 | 4373 | 4320000 | 388.92 |
| HASA INC | 000000022789327 | 1,887.01 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4373 | 7520000 | 86.43 |
| HASA INC | 000000022811126 | 2,022.40 | 1 | 01 | 0 | 00000 | 0 | 00000 | 81100 | 4373 | 4310000 | 2,022.40 |
| HASA INC | 000000022813938 | 1,446.95 | 1 | 01 | 0 | 00000 | 0 | 00000 | 81100 | 4373 | 4320000 | 1,183.87 |
| HASA INC | 000000022813938 | 1,446.95 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4373 | 7520000 | 263.08 |
| HATCH, ROBIN | 000000022805780 | 312.56 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4790 | 3210000 | 312.56 |
| HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES | 000000022789328 | 42,500.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 42,500.00 |
| HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES | 000000022795703 | 92,669.21 | 3 | 01 | 0 | 33270 | 0 | 57601 | 11800 | 5810 | 7440000 | 5,283.69 |
| HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES | 000000022795703 | 92,669.21 | 4 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 15,706.22 |
| HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES | 000000022795703 | 92,669.21 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 43,477.50 |
| HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES | 000000022795703 | 92,669.21 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 28,201.80 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 58.96 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 76.65 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 70.96 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 432.94 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 137.02 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 23.14 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 132.71 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 11 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 66.23 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 10 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 61.01 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 432.94 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 25.88 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 33.11 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 12 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 45.99 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 346.35 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 13 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 11.01 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022789329 | 1,199.88 | 14 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 24.27 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 175.26 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 49.40 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 2,204.48 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 42.89 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 66.72 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 856.24 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 24.28 |
| HD SUPPLY FACILITIES MAINTENANCE LTD | 000000022811127 | 4,221.97 | 10 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 23.41 |
| HECTOR M LOPEZ | 000000022819232 | 2,270.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4395 | 3220000 | 2,270.00 |
| HELP GROUP | 000000022776192 | 48,898.78 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 17,536.37 |
| HELP GROUP | 000000022776192 | 48,898.78 | 3 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,518.02 |
| HELP GROUP | 000000022776192 | 48,898.78 | 5 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 9,194.58 |
| HELP GROUP | 000000022776192 | 48,898.78 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 4,578.18 |
| HELP GROUP | 000000022819233 | 53,848.00 | 5 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 159.78 |
| HELP GROUP | 000000022776192 | 48,898.78 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 14,473.70 |
| HELP GROUP | 000000022776192 | 48,898.78 | 6 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,597.93 |
| HELP GROUP | 000000022819233 | 53,848.00 | 6 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 6,488.52 |
| HELP GROUP | 000000022819233 | 53,848.00 | 8 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 18,993.86 |
| HELP GROUP | 000000022819233 | 53,848.00 | 7 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,518.03 |
| HELP GROUP | 000000022819233 | 53,848.00 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 8,770.73 |
| HELP GROUP | 000000022819233 | 53,848.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 133.16 |
| HELP GROUP | 000000022819233 | 53,848.00 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 16,345.79 |
| HELP GROUP | 000000022819233 | 53,848.00 | 3 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,438.13 |
| HILLSIDES | 000000022803046 | 10,400.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 10,400.00 |
| HILLSIDES | 000000022795704 | 6,240.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 6,240.00 |
| HOLDING HANDS OPCO LLC | 000000022776193 | 17,754.22 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,682.97 |
| HOLDING HANDS OPCO LLC | 000000022776193 | 17,754.22 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,799.74 |
| HOLDING HANDS OPCO LLC | 000000022776193 | 17,754.22 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,271.51 |
| HOLDING HANDS OPCO LLC | 000000022795705 | 18,469.93 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,603.86 |
| HOLDING HANDS OPCO LLC | 000000022795705 | 18,469.93 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,787.60 |
| HOLDING HANDS OPCO LLC | 000000022795705 | 18,469.93 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,078.47 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 1 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 4210 | 4310000 | 1,881.72 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 2 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5840 | 4310000 | 1,411.66 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 3 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5810 | 4310000 | 873.95 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 4 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 4210 | 4310000 | 5,145.71 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 5 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5840 | 4310000 | 3,860.33 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 6 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5810 | 4310000 | 2,389.91 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 7 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 4210 | 4310000 | 679.85 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 8 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5840 | 4310000 | 510.02 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 9 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5810 | 4310000 | 315.75 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 10 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 4210 | 4310000 | 522.02 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 11 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5840 | 4310000 | 391.62 |
| HOUGHTON MIFFLIN | 000000022821865 | 18,224.99 | 12 | 01 | 0 | 42030 | 1 | 47600 | 10000 | 5810 | 4310000 | 242.45 |
| ICAN-B | 000000022789330 | 2,630.50 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,630.50 |
| ICAN-B | 000000022819234 | 1,451.32 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,451.32 |
| ICS SERVICE CO. | 000000022789331 | 300.00 | 1 | 01 | 0 | 00100 | 0 | 00000 | 83000 | 5850 | 7520000 | 300.00 |
| IN TOUCH BEHAVIORAL SERVICES, LLC | 000000022805782 | 63,624.53 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 63,624.53 |
| INSTITUTE FOR EDUCATIONAL DEVELOPMENT | 000000022789332 | 550.00 | 1 | 01 | 0 | 95640 | 0 | 50010 | 21000 | 5220 | 7440000 | 275.00 |
| INSTITUTE FOR EDUCATIONAL DEVELOPMENT | 000000022789332 | 550.00 | 2 | 01 | 0 | 95640 | 0 | 50010 | 21000 | 5220 | 7440000 | 275.00 |
| IXL LEARNING | 000000022819235 | 959.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11107 | 5840 | 3220000 | 959.00 |
| J.W. PEPPER & SONS INC | 000000022805784 | 99.59 | 1 | 01 | 0 | 00000 | 0 | 17006 | 10000 | 4310 | 4320000 | 99.59 |
| J.W. PEPPER & SONS INC | 000000022821866 | 182.47 | 1 | 01 | 0 | 00000 | 0 | 17006 | 10000 | 4310 | 4320000 | 99.59 |
| J.W. PEPPER & SONS INC | 000000022821866 | 182.47 | 2 | 01 | 0 | 00000 | 0 | 17006 | 10000 | 4310 | 4320000 | 82.88 |
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 3 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 3200000 | 15.87 |
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 4 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4410 | 3200000 | 82.46 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 5 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 3200000 | 61.52 |
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 6 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4410 | 3200000 | 319.57 |
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 1 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 3200000 | 402.04 |
| J.W. PEPPER & SONS INC | 000000022819236 | 2,970.09 | 2 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4410 | 3200000 | 2,088.63 |
| JEN LURIE | 000000022789333 | 358.59 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3210000 | 358.59 |
| JILL JOHNSON | 000000022805785 | 133.38 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2150000 | 133.38 |
| JOANN MICHELLE DIXON | 000000022789334 | 9.14 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5210 | 7720000 | 9.14 |
| JOHNSTONE SUPPLY | 000000022789335 | 350.86 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 172.09 |
| JOHNSTONE SUPPLY | 000000022789335 | 350.86 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 178.77 |
| JOHNSTONE SUPPLY | 000000022821867 | 552.80 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 306.59 |
| JOHNSTONE SUPPLY | 000000022821867 | 552.80 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 246.21 |
| JONES SCHOOL SUPPLY CO., INC. | 000000022819238 | 203.38 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 203.38 |
| JONES SCHOOL SUPPLY CO., INC. | 000000022789336 | 208.80 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 68.47 |
| JONES SCHOOL SUPPLY CO., INC. | 000000022789336 | 208.80 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 140.33 |
| JON'S WINDOW & AWNING INC | 000000022808131 | 2,161.65 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 4320000 | 2,161.65 |
| JOSTENS | 000000022819239 | 5,264.72 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 5,264.72 |
| JOY YOUNG | 000000022789337 | 17,600.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 17,600.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 116 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 169.18 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 119 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 492.65 |
| JPMORGAN CHASE BANK | 202605290586103 | 1,049.98 | 3 | 01 | 0 | 90870 | 0 | 00000 | 27000 | 4395 | 2150000 | 200.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 120 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 304.39 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 117 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 850.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 118 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 70.00 |
| JPMORGAN CHASE BANK | 202605290586103 | 1,049.98 | 1 | 01 | 0 | 90870 | 0 | 00000 | 27000 | 4395 | 2150000 | 484.99 |
| JPMORGAN CHASE BANK | 202605290586103 | 1,049.98 | 2 | 01 | 0 | 90870 | 0 | 00000 | 27000 | 4395 | 2150000 | 364.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 115 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 4310 | 7560000 | 1,127.83 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 127.20 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 85 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 695.57 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 86 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 29.93 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 87 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 57.05 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 88 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 78.37 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 89 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 439.69 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 92 | 01 | 0 | 26000 | 0 | 00000 | 37000 | 4710 | 7420000 | 143.91 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 93 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 157.47 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 94 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 91.23 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 96 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 97 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 8.83 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 98 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 35.48 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 99 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 65.97 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 100 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 101 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 186.63 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 102 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 631.06 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 103 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 548.75 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 104 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 139.10 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 105 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 169.63 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 106 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 495.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 107 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 225.39 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 108 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 106.56 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 14 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 187.85 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 109 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 319.26 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 110 | 01 | 0 | 26000 | 0 | 00000 | 37000 | 4710 | 7420000 | 45.26 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 111 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 349.75 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 114 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 153.93 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 77.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 15 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2100000 | 534.33 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 16 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2100000 | 71.23 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 17 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 517.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 19 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5220 | 7460000 | 213.86 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 18 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 486.14 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 20 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 21 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 22 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 23 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 24 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 25 | 01 | 0 | 58100 | 0 | 57602 | 11100 | 4310 | 7440000 | 100.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 27 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 244.80 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 28 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4395 | 2140000 | 441.89 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 30 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5220 | 7460000 | 148.11 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 29 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 336.68 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 32 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5220 | 7460000 | 148.11 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 31 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 336.68 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 34 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5220 | 7460000 | 148.11 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 33 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 336.68 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 35 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 275.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 36 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 172.49 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 37 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 3.83 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 38 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2020000 | 1,216.89 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 39 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 950.63 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 40 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 326.12 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 41 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3220000 | 428.47 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 44 | 01 | 0 | 26000 | 0 | 00000 | 37000 | 4710 | 7420000 | 512.04 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 5 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2050000 | 343.63 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 47 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2020000 | 760.24 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 51 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 137.59 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 6 | 01 | 0 | 63850 | 2 | 38000 | 10000 | 5220 | 7460000 | 592.25 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 52 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 43.57 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 54 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5220 | 7460000 | 1,496.17 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 53 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 3,400.96 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 55 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 528.93 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 56 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 3,650.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 57 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 299.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 58 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 299.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 59 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 299.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 60 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 877.88 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 61 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 320.34 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 7 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 4310 | 2030000 | 1,093.85 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 64 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 36.21 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 65 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 330.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 336.10 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 68 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 69 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7470000 | 43.05 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 70 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | -3,650.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 71 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 224.65 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 74 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 1,000.30 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 75 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 434.06 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 77 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 43.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 78 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 875.60 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 79 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2030000 | 55.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 80 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 532.96 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 81 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2130000 | 1,413.41 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 82 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 174.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 83 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4210 | 2130000 | 269.86 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 84 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 599.98 |
| JUNIOR LIBRARY GUILD | 000000022819240 | 883.45 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 3220000 | 883.45 |
| KAREN KAMBOURIAN | 000000022789338 | 10,800.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 3,600.00 |
| KAREN KAMBOURIAN | 000000022789338 | 10,800.00 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 3,600.00 |
| KAREN KAMBOURIAN | 000000022789338 | 10,800.00 | 3 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 3,600.00 |
| KAREN LYNN EPPORT | 000000022789339 | 5,000.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 5,000.00 |
| KELLY SPICERS STORES | 000000022789340 | 38.92 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 161.44 |
| KELLY SPICERS STORES | 000000022789340 | 38.92 | 2 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | -161.44 |
| KELLY SPICERS STORES | 000000022808132 | 624.73 | 2 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 160.93 |
| KELLY SPICERS STORES | 000000022789340 | 38.92 | 3 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 38.92 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| KELLY SPICERS STORES | 000000022808132 | 624.73 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 463.80 |
| KENYAN ARMITAGE | 000000022805786 | 20,000.00 | 1 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2030000 | 5,000.00 |
| KENYAN ARMITAGE | 000000022805786 | 20,000.00 | 2 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5810 | 2030000 | 15,000.00 |
| KING'S CUSTOM SHEET METAL | 000000022789341 | 331.50 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 165.75 |
| KING'S CUSTOM SHEET METAL | 000000022789341 | 331.50 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 165.75 |
| KING'S CUSTOM SHEET METAL | 000000022811128 | 337.03 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 337.03 |
| KR NIDA CORPORATION | 000000022789342 | 440.48 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4393 | 2100000 | 440.48 |
| KR NIDA CORPORATION | 000000022819241 | 440.48 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 440.48 |
| KR NIDA CORPORATION | 000000022795707 | 54,621.17 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4393 | 7523200 | 54,621.17 |
| L.A. GRINDING CO | 000000022795708 | 112.40 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 112.40 |
| LA CITY CAB LLC | 202606150592416 | 26,317.00 | 1 | 01 | 0 | 07240 | 0 | 50010 | 36000 | 5812 | 7440000 | 26,317.00 |
| LABRATS SAN DIEGO | 000000022821868 | 4,750.00 | 1 | 01 | 0 | 42030 | 2 | 47600 | 24950 | 5810 | 2100000 | 1,750.00 |
| LABRATS SAN DIEGO | 000000022821868 | 4,750.00 | 2 | 01 | 0 | 30100 | 2 | 11100 | 24950 | 5810 | 2100000 | 3,000.00 |
| LABRATS SAN DIEGO | 000000022819242 | 1,687.50 | 1 | 01 | 0 | 42030 | 2 | 47600 | 24950 | 5810 | 2100000 | 621.71 |
| LABRATS SAN DIEGO | 000000022819242 | 1,687.50 | 2 | 01 | 0 | 30100 | 2 | 11100 | 24950 | 5810 | 2100000 | 1,065.79 |
| LABRATS SAN DIEGO | 000000022819242 | -1,687.50 | 1 | 01 | 0 | 42030 | 2 | 47600 | 24950 | 5810 | 2100000 | -621.71 |
| LABRATS SAN DIEGO | 000000022819242 | -1,687.50 | 2 | 01 | 0 | 30100 | 2 | 11100 | 24950 | 5810 | 2100000 | -1,065.79 |
| LACOE | 000000022791678 | 20,643.50 | 1 | 01 | 0 | 90880 | 0 | 11100 | 10000 | 5880 | 2130000 | 20,643.50 |
| LAGUNA CLAY CO | 000000022821869 | 542.55 | 1 | 01 | 0 | 67700 | 3 | 11100 | 10000 | 4310 | 2090000 | 542.55 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 3 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4310 | 2140000 | 498.51 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 4 | 01 | 0 | 90703 | 0 | 11100 | 10000 | 4316 | 2140000 | 1,495.53 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 6 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2150000 | 601.41 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 1 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2060000 | 112.14 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 6 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 2020000 | 526.60 |
| LAKESHORE LEARNING | 000000022805787 | 62.31 | 1 | 01 | 0 | 65000 | 0 | 57300 | 27000 | 4310 | 5080000 | 62.31 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 2 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 139.14 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 7 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 202.48 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 291.76 |
| LAKESHORE LEARNING | 000000022813939 | 3,154.47 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 1,798.96 |
| LAKESHORE LEARNING | 000000022813939 | 3,154.47 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2030000 | 404.06 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 7 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2020000 | 145.40 |
| LAKESHORE LEARNING | 000000022791679 | 3,184.21 | 5 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 2140000 | 135.00 |
| LAKESHORE LEARNING | 000000022813939 | 3,154.47 | 3 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2030000 | 951.45 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 414.44 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 445.60 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4410 | 7420000 | 1,202.82 |
| LAKESHORE LEARNING | 000000022803048 | 4,129.68 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 7420000 | 1,103.06 |
| LAKESHORE LEARNING MATERIALS, LLC | 000000022803049 | 154.77 | 1 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 154.77 |
| LAURA SEESE | 000000022800931 | 313.78 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4790 | 3210000 | 164.60 |
| LAURA SEESE | 000000022800931 | 313.78 | 2 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4790 | 3210000 | 149.18 |
| LENORA AGUILERA | 000000022789343 | 123.40 | 1 | 01 | 0 | 00000 | 0 | 00000 | 31400 | 5210 | 7720000 | 123.40 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 5 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 7 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 4 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 6 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 9 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 8 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 403.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 10 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 4 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 6 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 7 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 5 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 8 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 12 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 9 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 10 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 11 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 13 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 14 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 15 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 16 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 412.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 17 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 18 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 19 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 20 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 21 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 403.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 12 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 11 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 25 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 24 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 31 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 30 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 29 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 28 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 27 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 35 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 34 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 33 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 26 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 32 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 22 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 5,204.98 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 37 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 36 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 44 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 43 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 42 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 41 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 403.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 40 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 39 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 38 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 47 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 46 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 774.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 45 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 387.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022789344 | 23,398.12 | 23 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 1,933.14 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 4 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 402.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 5 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 273.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 6 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 1,652.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 7 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 1,621.25 |
| LEO ROSENBLUM & ASSOCIATES | 000000022805788 | 5,784.25 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 7450000 | 774.00 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 13 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 4,325.75 |
| LEO ROSENBLUM & ASSOCIATES | 000000022819243 | 12,518.75 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 4,217.00 |
| LESLIE'S POOLMART, INC. | 000000022789345 | 116.12 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4373 | 7520000 | 116.12 |
| LESLIE'S POOLMART, INC. | 000000022813940 | 181.21 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4373 | 7520000 | 181.21 |
| LEVEL 3 COMMUNICATIONS LLC | 000000022803050 | 1,002.16 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7400000 | 1,002.16 |
| LIBRARY IDEAS LLC | 000000022805789 | 166.20 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 2030000 | 166.20 |
| LIBRARY IDEAS LLC | 000000022811129 | 314.80 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4210 | 2030000 | 314.80 |
| LIBRE SCHOOL SERVICES | 000000022808133 | 6,567.50 | 3 | 01 | 0 | 90215 | 0 | 17006 | 41002 | 5811 | 4320000 | 1,067.50 |
| LIBRE SCHOOL SERVICES | 000000022795710 | 1,452.50 | 2 | 01 | 0 | 00000 | 0 | 11100 | 41000 | 5812 | 4310000 | 1,250.00 |
| LIBRE SCHOOL SERVICES | 000000022808133 | 6,567.50 | 1 | 01 | 0 | 00000 | 0 | 15001 | 42000 | 5811 | 4320000 | 3,786.25 |
| LIBRE SCHOOL SERVICES | 000000022808133 | 6,567.50 | 2 | 01 | 0 | 90904 | 0 | 15001 | 42000 | 5811 | 4320000 | 1,713.75 |
| LIBRE SCHOOL SERVICES | 000000022791680 | 4,625.00 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2130000 | 1,515.00 |
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5811 | 2100000 | 1,275.00 |
| LIBRE SCHOOL SERVICES | 000000022795710 | 1,452.50 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2100000 | 202.50 |
| LIBRE SCHOOL SERVICES | 000000022791680 | 4,625.00 | 3 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2130000 | 1,470.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 2 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2100000 | 1,205.50 |
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 3 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2100000 | 1,187.00 |
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 4 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2100000 | 198.00 |
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 5 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2100000 | 392.00 |
| LIBRE SCHOOL SERVICES | 000000022789346 | 4,535.00 | 6 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5811 | 2100000 | 277.50 |
| LIBRE SCHOOL SERVICES | 000000022791680 | 4,625.00 | 2 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2130000 | 1,640.00 |
| LIBRE SCHOOL SERVICES | 000000022805790 | 405.00 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2100000 | 202.50 |
| LIBRE SCHOOL SERVICES | 000000022805790 | 405.00 | 2 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2100000 | 202.50 |
| LIMERICK, INC. | 000000022789347 | 200.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 200.00 |
| LINCOLN AQUATIC | 000000022789348 | 4,118.05 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4410 | 7520000 | 3,028.03 |
| LINCOLN AQUATIC | 000000022789348 | 4,118.05 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,090.02 |
| LINCOLN AQUATICS | 000000022819245 | 355.45 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 355.45 |
| LINCOLN AQUATICS | 000000022811130 | 81.26 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 81.26 |
| LINGUABEE LLC | 000000022808134 | 1,166.00 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 848.00 |
| LINGUABEE LLC | 000000022808134 | 1,166.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 318.00 |
| LISA RALUY MARTINEZ | 000000022789349 | 478.45 | 2 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5210 | 7910000 | 183.45 |
| LISA RALUY MARTINEZ | 000000022789349 | 478.45 | 1 | 01 | 0 | 06350 | 0 | 38000 | 10000 | 5220 | 7910000 | 295.00 |
| LIVE UP, INC. | 000000022819246 | 337.40 | 1 | 01 | 0 | 67700 | 1 | 17006 | 10000 | 4310 | 3220000 | 337.40 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 912.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 864.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 3 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 864.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 4 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 384.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 5 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 576.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 6 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 144.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 7 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,248.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 8 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 480.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 9 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 144.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 10 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,968.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 11 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 288.00 |
| Los Angeles Lockbox | 000000022811131 | 8,064.00 | 12 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 192.00 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 10,341.78 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 2 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 3,011.91 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 4 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | -10,727.85 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 5 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | -3,124.35 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 7 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5820 | 7400000 | 10,469.06 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 8 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 3,048.98 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 6 | 01 | 0 | 26000 | 0 | 11100 | 10000 | 5810 | 7540000 | 1,015.00 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 8 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5810 | 2030000 | 450.00 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 5 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5810 | 2030000 | 562.50 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5810 | 2090000 | 400.00 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 4 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5810 | 2100000 | 900.00 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 2130000 | 337.50 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 2130000 | 337.50 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 2130000 | 450.00 |
| LUKE ANDERSON | 000000022789350 | 4,752.50 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5810 | 2150000 | 300.00 |
| MACHOLLYWOOD, INC. | 000000022821870 | 24,075.60 | 1 | 01 | 0 | 67700 | 1 | 17004 | 10000 | 4410 | 4310000 | 21,539.63 |
| MACHOLLYWOOD, INC. | 000000022821870 | 24,075.60 | 2 | 01 | 0 | 67700 | 2 | 17004 | 10000 | 4310 | 4310000 | 397.80 |
| MACHOLLYWOOD, INC. | 000000022821870 | 24,075.60 | 3 | 01 | 0 | 67700 | 1 | 17004 | 10000 | 5632 | 4310000 | 2,138.17 |
| MARCY COOK | 000000022774116 | 522.78 | 1 | 01 | 0 | 62660 | 0 | 11100 | 21504 | 4210 | 2010000 | 522.78 |
| MARIPOSA TREE MANAGEMENT INC | 000000022795711 | 9,785.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 9,785.00 |
| MARK FORTIER | 000000022774117 | 300.00 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5890 | 3220000 | 300.00 |
| MAUREEN T PALACIOS | 000000022789351 | 450.52 | 1 | 01 | 0 | 30100 | 2 | 11100 | 24200 | 4210 | 2100000 | 450.52 |
| MB DANCE INC | 000000022789352 | 5,850.00 | 1 | 01 | 0 | 67700 | 2 | 11100 | 10000 | 5810 | 2050000 | 5,850.00 |
| MCCALLA COMPANY JANITORIAL SUPPLIES | 000000022789353 | 15,912.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4410 | 7520000 | 15,912.00 |
| MCCALLA COMPANY JANITORIAL SUPPLIES | 000000022805791 | 782.59 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 782.59 |
| MELARAGNO, M.D., ALBERT J. | 000000022789354 | 175.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 175.00 |
| MERRY PLUMBING CO INC | 000000022808135 | 13,676.37 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 8,507.12 |
| MERRY PLUMBING CO INC | 000000022808135 | 13,676.37 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 5,169.25 |
| MICHAEL AND LEAH CARBONE | 000000022795712 | 2,035.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,035.00 |
| MOONSHINE CONSULTANTS INC | 000000022789355 | 15,330.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 15,330.00 |
| MULTI - HEALTH SYSTEMS | 000000022789356 | 393.75 | 1 | 01 | 0 | 00000 | 0 | 11100 | 31600 | 4311 | 7440000 | 393.75 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MUSCO CORPORATION | 000000022786593 | 475.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5611 | 7520000 | 475.00 |
| MUSIC CENTER | 000000022789357 | 4,631.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11100 | 5810 | 5170000 | 4,631.00 |
| MUSIC CENTER | 000000022821871 | 5,643.75 | 1 | 01 | 0 | 90711 | 0 | 11100 | 10000 | 5810 | 7460000 | 5,643.75 |
| MUTUAL OF OMAHA | 000000022811132 | 6,102.04 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 6,102.04 |
| MUTUAL OF OMAHA | 000000022781251 | 10,098.28 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 10,098.28 |
| MUTUAL OF OMAHA | 000000022781252 | 6,862.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 6,862.00 |
| MYBASEPAY USA LLC | 000000022805792 | 4,536.50 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,481.50 |
| MYBASEPAY USA LLC | 000000022805792 | 4,536.50 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,055.00 |
| MYSTERY SCIENCE | 000000022819247 | 1,799.00 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5840 | 2160000 | 1,799.00 |
| NAESP PRESIDENT'S AWARD PROGRAM | 000000022791681 | 209.21 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 209.21 |
| NAESP PRESIDENT'S AWARD PROGRAM | 000000022795713 | 506.27 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3210000 | 506.27 |
| NAPA AUTO PARTS | 000000022789358 | 349.32 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 349.32 |
| NAPA AUTO PARTS | 000000022811133 | 226.10 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 32.25 |
| NAPA AUTO PARTS | 000000022811133 | 226.10 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 36.98 |
| NAPA AUTO PARTS | 000000022811133 | 226.10 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 156.87 |
| NEXTDAY DELIVERY SERIVCE | 000000022789359 | 126.31 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5920 | 7400000 | 126.31 |
| NJP SPORTS INC | 000000022808136 | 3,157.75 | 1 | 01 | 0 | 00000 | 0 | 00000 | 85000 | 5890 | 4320000 | 3,157.75 |
| NO HOLDEN BACK, LLC | 000000022776194 | 2,594.00 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5810 | 2030000 | 2,594.00 |
| NORTHPOINT DAY TREATMENT SCHOOL | 000000022789360 | 8,644.51 | 1 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 719.19 |
| NORTHPOINT DAY TREATMENT SCHOOL | 000000022789360 | 8,644.51 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 7,925.32 |
| NTT AMERICA INC | 000000022803055 | 8,768.28 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 5840 | 7401000 | 8,768.28 |
| NURTURING NESTS THERAPY CENTER INC | 000000022776195 | 128,450.51 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 44,505.64 |
| NURTURING NESTS THERAPY CENTER INC | 000000022776195 | 128,450.51 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 37,169.45 |
| NURTURING NESTS THERAPY CENTER INC | 000000022776195 | 128,450.51 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 46,775.42 |
| NURTURING NESTS THERAPY CENTER INC | 000000022795714 | 57,376.40 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 888.00 |
| NURTURING NESTS THERAPY CENTER INC | 000000022803056 | 32,089.31 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 32,089.31 |
| NURTURING NESTS THERAPY CENTER INC | 000000022795714 | 57,376.40 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 28,348.45 |
| NURTURING NESTS THERAPY CENTER INC | 000000022795714 | 57,376.40 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 28,139.95 |
| NURTURING NESTS THERAPY CENTER INC | 000000022819249 | 14,349.90 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 14,349.90 |
| OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA | 000000022789361 | 630.00 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5861 | 7550000 | 140.00 |
| OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA | 000000022789361 | 630.00 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5861 | 7550000 | 420.00 |
| OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA | 000000022789361 | 630.00 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5861 | 7550000 | 70.00 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022791682 | 937.17 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 97.05 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022791682 | 937.17 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2060000 | 235.35 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 23 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7470000 | 63.40 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022791682 | 937.17 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 123.26 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 79.73 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -79.73 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 30.54 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -30.54 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 9.04 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -9.04 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 9.04 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 20 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 121.97 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 22 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 119.28 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 49.70 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 23.71 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 18 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 531.68 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 19 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 14.93 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 51.94 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 31.85 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 57.98 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 25.16 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 40.18 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 272.08 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | -272.08 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 3 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 272.08 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 21 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 1,088.12 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022821872 | 66.90 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7550000 | 66.90 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 86.39 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 78.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | -78.00 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 78.00 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022791682 | 937.17 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 268.40 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 208.30 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 71.71 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 115.28 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 707.48 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022781253 | 294.62 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 2.93 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022781253 | 294.62 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 11.04 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 14 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 172.11 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 178.27 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 93.26 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 386.58 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 10 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 113.37 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 360.43 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 200.94 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 353.87 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 2,316.19 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 64.50 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2090000 | 67.38 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 611.56 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | -611.56 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 611.56 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | 1,093.67 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 12.72 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022795715 | -1,093.67 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | -12.72 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 4320000 | 12.72 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 11 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 152.51 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 12 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 9.07 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022774118 | 1,532.06 | 13 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 190.02 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022791682 | 937.17 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 213.11 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 39.95 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 95.09 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022808137 | 121.38 | 2 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 59.85 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022811134 | 1,005.26 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 21.86 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022808137 | 121.38 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 61.53 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 80.30 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 12.19 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022789362 | 1,629.56 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 100.21 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022803057 | 119.02 | 1 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 20.81 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022803057 | 119.02 | 2 | 01 | 0 | 00000 | 0 | 00000 | 77000 | 4310 | 7730000 | 98.21 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022781253 | 294.62 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 264.50 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022813941 | 89.25 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 18.00 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022813941 | 89.25 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 29.24 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022813941 | 89.25 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 21.37 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022781253 | 294.62 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 16.15 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022813941 | 89.25 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 20.64 |
| ORANGE COUNTY DEPARTMENT OF EDUCATION | 000000022805794 | 1,400.33 | 1 | 01 | 0 | 42030 | 2 | 47600 | 10000 | 4310 | 7420000 | 1,400.33 |
| ORANGE COUNTY TELESCOPE | 000000022821873 | 1,837.62 | 1 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4410 | 7460000 | 1,656.40 |
| ORANGE COUNTY TELESCOPE | 000000022821873 | 1,837.62 | 2 | 01 | 0 | 90203 | 0 | 11100 | 10000 | 4310 | 7460000 | 181.22 |
| OUTLOOK NEWSPAPERS | 000000022789363 | 1,720.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5830 | 7520000 | 1,720.00 |
| PAPER RECYCLING & SHREDDING SPECIALISTS, INC | 000000022795717 | 856.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5880 | 7470000 | 856.00 |
| PARADIGM HEALTHCARE SERVICES, LLC | 000000022803058 | 4,944.08 | 1 | 01 | 0 | 95640 | 0 | 50010 | 27000 | 5850 | 7440000 | 3,152.70 |
| PARADIGM HEALTHCARE SERVICES, LLC | 000000022803058 | 4,944.08 | 2 | 01 | 0 | 95640 | 0 | 50010 | 27000 | 5850 | 7440000 | 1,791.38 |
| PENN TOOL CO. | 000000022781254 | 437.74 | 1 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4410 | 2020000 | 437.74 |
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 98.59 |
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 844.21 |
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 450.56 |
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 137.50 |
| PLUMBING WHOLESALE OUTLET INC | 000000022808138 | 843.22 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 444.60 |
| PLUMBING WHOLESALE OUTLET INC | 000000022808138 | 843.22 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 398.62 |
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 42.28 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PLUMBING WHOLESALE OUTLET INC | 000000022789364 | 1,595.47 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 22.33 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 676.40 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 309.40 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 95.75 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 16.70 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 375.58 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 24.58 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 260.09 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 49.52 |
| PLUMBING WHOLESALE OUTLET INC | 000000022811135 | 2,302.82 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 494.80 |
| PREMIUM QUALITY LIGHTING | 000000022789365 | 3,504.62 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7523300 | 1,635.48 |
| PREMIUM QUALITY LIGHTING | 000000022789365 | 3,504.62 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7523300 | 1,869.14 |
| PRINTERSAURUS REX, INC. | 000000022791683 | 506.77 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2150000 | 506.77 |
| PRIVATIZER TECHNOLOGIES, LLC | 000000022778717 | 6,219.98 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5631 | 3220000 | 666.87 |
| PRIVATIZER TECHNOLOGIES, LLC | 000000022778717 | 6,219.98 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 6510 | 3220000 | 5,553.11 |
| PRO LINE GYM FLOORS INC. | 000000022819251 | 21,950.00 | 1 | 01 | 0 | 90710 | 0 | 00000 | 81100 | 5631 | 4320000 | 12,725.00 |
| PRO LINE GYM FLOORS INC. | 000000022811136 | 2,867.76 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 2,867.76 |
| PRO LINE GYM FLOORS INC. | 000000022819251 | 21,950.00 | 2 | 01 | 0 | 90710 | 0 | 00000 | 81100 | 5631 | 7520000 | 9,225.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 1,461,895.78 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 2 | 01 | 0 | 01500 | 0 | 00000 | 00000 | 9530 | 0000000 | 26,376.17 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 3 | 01 | 0 | 00100 | 0 | 00000 | 00000 | 9530 | 0000000 | 67,472.90 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 4 | 01 | 0 | 81500 | 0 | 00000 | 00000 | 9530 | 0000000 | 23,397.48 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 5 | 01 | 0 | 95640 | 0 | 00000 | 00000 | 9530 | 0000000 | 1,750.16 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 6 | 01 | 0 | 90710 | 0 | 00000 | 00000 | 9530 | 0000000 | 2,195.34 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 7 | 01 | 0 | 06350 | 0 | 00000 | 00000 | 9530 | 0000000 | 4,860.72 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 8 | 01 | 0 | 30100 | 0 | 00000 | 00000 | 9530 | 0000000 | 3,854.73 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 9 | 01 | 0 | 40350 | 0 | 00000 | 00000 | 9530 | 0000000 | 2,910.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 10 | 01 | 0 | 33100 | 0 | 00000 | 00000 | 9530 | 0000000 | 34,467.18 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 11 | 01 | 0 | 65000 | 0 | 00000 | 00000 | 9530 | 0000000 | 133,549.55 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 12 | 01 | 0 | 65460 | 0 | 00000 | 00000 | 9530 | 0000000 | 647.11 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 13 | 01 | 0 | 65200 | 0 | 00000 | 00000 | 9530 | 0000000 | 485.41 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 14 | 01 | 0 | 02200 | 0 | 00000 | 00000 | 9530 | 0000000 | 11,142.72 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 23 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 1,461.87 |
| QUADIENT LEASING USA INC | 000000022789366 | 275.03 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7400000 | 275.03 |
| QUAVERED INC. | 000000022808139 | 22,800.00 | 1 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 5840 | 7460000 | 22,800.00 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 12 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 209.25 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,397.44 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 629.63 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 355.88 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 4,557.94 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 5 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 209.25 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 6 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 657.00 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 11 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 4,986.81 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 7 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 116.25 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 13 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 985.50 |
| QUEST THERAPY GROUP, LLC | 000000022795718 | 11,576.93 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,512.00 |
| QUEST THERAPY GROUP, LLC | 000000022795718 | 11,576.93 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 558.00 |
| QUEST THERAPY GROUP, LLC | 000000022795718 | 11,576.93 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,101.18 |
| QUEST THERAPY GROUP, LLC | 000000022795718 | 11,576.93 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 6,405.75 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 8 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 657.00 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 9 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 302.25 |
| QUEST THERAPY GROUP, LLC | 000000022803059 | 24,169.64 | 10 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,105.44 |
| RCM TECHNOLOGIES INC | 000000022808140 | 15,680.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 15,680.00 |
| REFRIGERATION SUPPLIES DIST | 000000022774119 | 830.46 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 146.64 |
| REFRIGERATION SUPPLIES DIST | 000000022774119 | 830.46 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 180.45 |
| REFRIGERATION SUPPLIES DIST | 000000022789367 | 1,237.75 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -30.00 |
| REFRIGERATION SUPPLIES DIST | 000000022774119 | 830.46 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 216.12 |
| REFRIGERATION SUPPLIES DIST | 000000022789367 | 1,237.75 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 226.28 |
| REFRIGERATION SUPPLIES DIST | 000000022774119 | 830.46 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 287.25 |
| REFRIGERATION SUPPLIES DIST | 000000022789367 | 1,237.75 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 427.52 |
| REFRIGERATION SUPPLIES DIST | 000000022811137 | 1,437.03 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 207.85 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| REFRIGERATION SUPPLIES DIST | 000000022789367 | 1,237.75 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 264.97 |
| REFRIGERATION SUPPLIES DIST | 000000022789367 | 1,237.75 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 348.98 |
| REFRIGERATION SUPPLIES DIST | 000000022811137 | 1,437.03 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 155.86 |
| REFRIGERATION SUPPLIES DIST | 000000022811137 | 1,437.03 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 362.29 |
| REFRIGERATION SUPPLIES DIST | 000000022811137 | 1,437.03 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 252.67 |
| REFRIGERATION SUPPLIES DIST | 000000022811137 | 1,437.03 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 458.36 |
| RENAISSANCE LEARNING INC | 000000022791684 | 25,086.30 | 1 | 01 | 0 | 30100 | 1 | 11100 | 10000 | 5840 | 2100000 | 17,665.00 |
| RENAISSANCE LEARNING INC | 000000022791684 | 25,086.30 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 5840 | 2100000 | 7,421.30 |
| RITA MORGAN | 000000022795719 | 16,560.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 8,855.00 |
| RITA MORGAN | 000000022795719 | 16,560.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 7,705.00 |
| RIVERSIDE INSIGHTS | 000000022808141 | 18,388.50 | 1 | 01 | 0 | 90350 | 0 | 11100 | 10000 | 5840 | 7440000 | 18,388.50 |
| RK PHYSICAL THERAPY SERVICES PC | 000000022789368 | 9,780.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 6,120.00 |
| RK PHYSICAL THERAPY SERVICES PC | 000000022789368 | 9,780.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 3,660.00 |
| ROSEN PUBLISHING | 000000022808142 | 2,634.24 | 1 | 01 | 0 | 45100 | 2 | 11100 | 10000 | 4210 | 7420000 | 2,634.24 |
| RUSSELL SIGLER INC. | 000000022789369 | 769.57 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 716.07 |
| RUSSELL SIGLER INC. | 000000022789369 | 769.57 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 701.94 |
| RUSSELL SIGLER INC. | 000000022811138 | 830.74 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 298.72 |
| RUSSELL SIGLER INC. | 000000022811138 | 830.74 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 76.40 |
| RUSSELL SIGLER INC. | 000000022811138 | 830.74 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 14.14 |
| RUSSELL SIGLER INC. | 000000022811138 | 830.74 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 272.68 |
| RUSSELL SIGLER INC. | 000000022811138 | 830.74 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 168.80 |
| RUSSELL SIGLER INC. | 000000022795720 | 5,192.48 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 5,192.48 |
| RUSSELL SIGLER INC. | 000000022789369 | 769.57 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -253.23 |
| RUSSELL SIGLER INC. | 000000022789369 | 769.57 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -225.14 |
| RUSSELL SIGLER INC. | 000000022789369 | 769.57 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -170.07 |
| S.T.A.R ACADEMY | 000000022789370 | 2,625.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 1,925.00 |
| S.T.A.R ACADEMY | 000000022803060 | 2,746.33 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 1,050.00 |
| S.T.A.R ACADEMY | 000000022789370 | 2,625.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 700.00 |
| S.T.A.R ACADEMY | 000000022803060 | 2,746.33 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 700.00 |
| S.T.A.R ACADEMY | 000000022819252 | 1,277.27 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 1,277.27 |
| S.T.A.R ACADEMY | 000000022803060 | 2,746.33 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 996.33 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 31 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 22.64 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 41 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 110.93 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 32 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 26.50 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 33 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 42.87 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 34 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 19.91 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 30 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 31.40 |
| S.W. SCHOOL SUPPLY | 000000022805798 | 381.56 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 102.94 |
| S.W. SCHOOL SUPPLY | 000000022805798 | 381.56 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 196.41 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 42 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 67.53 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 35 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 38.23 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 36 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 92.26 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 37 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 73.08 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 43 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 54.41 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 38 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2050000 | 11.55 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 45 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 33.05 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 44 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 44.13 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 39 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 23.21 |
| S.W. SCHOOL SUPPLY | 000000022819253 | 1,595.79 | 1 | 01 | 0 | 00000 | 0 | 13000 | 10000 | 4310 | 4310000 | 1,177.82 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 40 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 100.04 |
| S.W. SCHOOL SUPPLY | 000000022819253 | 1,595.79 | 3 | 01 | 0 | 00000 | 0 | 13000 | 10000 | 4310 | 4310000 | 1,595.79 |
| S.W. SCHOOL SUPPLY | 000000022819253 | 1,595.79 | 5 | 01 | 0 | 00000 | 0 | 13000 | 10000 | 4310 | 4310000 | 150.19 |
| S.W. SCHOOL SUPPLY | 000000022819253 | 1,595.79 | 2 | 01 | 0 | 00000 | 0 | 13000 | 10000 | 4310 | 4310000 | -1,177.82 |
| S.W. SCHOOL SUPPLY | 000000022819253 | 1,595.79 | 4 | 01 | 0 | 00000 | 0 | 13000 | 10000 | 4310 | 4310000 | -150.19 |
| S.W. SCHOOL SUPPLY | 000000022805798 | 381.56 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 5300000 | 82.21 |
| S.W. SCHOOL SUPPLY | 000000022791685 | 82.10 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 41.89 |
| S.W. SCHOOL SUPPLY | 000000022791685 | 82.10 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2160000 | 40.21 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.49 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 4 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.92 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.71 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 6 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.73 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 8 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 55.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 23.95 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 15.86 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 10 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 6.80 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 11 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 3.80 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 12 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.63 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 13 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 135.76 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 14 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 58.18 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 15 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 97.69 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 16 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 41.87 |
| S.W. SCHOOL SUPPLY | 000000022776197 | 2,664.25 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 55.74 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 17 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 18 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 19 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.46 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 20 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.63 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 21 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 20.68 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 22 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 8.86 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 23 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 85.08 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 24 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 36.46 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 25 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 61.44 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 26 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 26.33 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 27 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 136.43 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 28 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 58.47 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 61 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 5.85 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 62 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 2.50 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 29 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 5.55 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 30 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 2.38 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 31 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 32 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 33 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 11.22 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 34 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 4.81 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 35 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 36 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 37 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 123.35 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 38 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 52.86 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 39 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 69.39 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 40 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 29.74 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 41 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 55.88 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 42 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 23.95 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 43 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 48.38 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 44 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 20.74 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 45 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 31.48 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 46 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 13.49 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 47 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.46 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 48 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.63 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 49 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 31.91 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 50 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 13.67 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 51 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 3.80 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 52 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.63 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 53 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 3.35 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 54 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.43 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 55 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 6.70 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 56 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 2.87 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 57 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 149.77 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 58 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 64.19 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 59 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 153.40 |
| S.W. SCHOOL SUPPLY | 000000022774120 | 1,913.31 | 60 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 65.74 |
| S.W. SCHOOL SUPPLY | 000000022781255 | 249.32 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 249.32 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 2 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 16.55 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.46 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 4 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.63 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 6 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 38.33 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 8 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 10.87 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 3.80 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 10 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.63 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 11 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.32 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 12 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.56 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 13 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 14 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 27.75 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 15 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 16 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 48.14 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 17 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 12.55 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 18 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 5.38 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 19 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 20 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 49.64 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 21 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 5.85 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 22 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 2.50 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 23 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 22.83 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 24 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 16.55 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 25 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 1.46 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 26 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 0.63 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 27 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 28 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 29 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 30 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 31 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 4.39 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 32 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 1.88 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 33 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2010000 | 5.85 |
| S.W. SCHOOL SUPPLY | 000000022789371 | 432.57 | 34 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 2.50 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 31.15 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 3 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 304.10 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 4 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 67.54 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 5 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 19.14 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2030000 | 799.37 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 17 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 29.80 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 12 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 137.29 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 27 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 40.24 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 11 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 229.40 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 39.60 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 16 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 89.94 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 23 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 13.23 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 14 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 136.74 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 22 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 91.16 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 20 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 188.59 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 18 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 4.18 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 8 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 45.58 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 9 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 878.38 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 7 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 767.36 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 10 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 719.28 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 15 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 450.70 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 13 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 559.56 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 19 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 1,193.73 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 21 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 1,025.13 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 26 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 774.97 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 28 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 292.77 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 24 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 46.10 |
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 25 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 6.51 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S.W. SCHOOL SUPPLY | 000000022813942 | 11,113.07 | 29 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2050000 | 1,339.79 |
| SABINA ROTH | 000000022805799 | 600.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 600.00 |
| SABRINA RUIZ-EMMONS | 202606010586616 | 11,217.95 | 1 | 01 | 0 | 63883 | 0 | 38000 | 10000 | 5850 | 7420000 | 11,217.95 |
| SANDRA KING | 000000022789372 | 20,438.47 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 20,438.47 |
| SANDRA KING | 000000022808143 | 7,201.29 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 7,201.29 |
| SANDY HILLEGAART | 000000022795721 | 559.19 | 1 | 01 | 0 | 00000 | 0 | 18006 | 10000 | 4310 | 3220000 | 559.19 |
| SAPLING, INC. | 000000022808144 | 2,479.34 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 2,479.34 |
| SARAH KNAUFF SPEECH THERAPY | 202606080589626 | 9,600.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 8,880.00 |
| SARAH KNAUFF SPEECH THERAPY | 202606080589626 | 9,600.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 720.00 |
| SARAH KNAUFF SPEECH THERAPY | 202606170593496 | 6,120.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 6,120.00 |
| SCHOLASTIC | 000000022791686 | 760.68 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2100000 | 760.68 |
| SCHOOL BUSINESS INC. | 000000022789373 | 5,900.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7470000 | 5,900.00 |
| SCHOOL MATE | 000000022791687 | 779.03 | 1 | 01 | 0 | 30100 | 1 | 11100 | 10000 | 4310 | 2160000 | 779.03 |
| SCHOOL NURSE SUPPLY | 000000022791688 | 757.84 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 347.35 |
| SCHOOL NURSE SUPPLY | 000000022808145 | 277.14 | 1 | 01 | 0 | 65000 | 0 | 57602 | 31400 | 4310 | 5480000 | 277.14 |
| SCHOOL NURSE SUPPLY | 000000022791688 | 757.84 | 2 | 01 | 0 | 65000 | 0 | 57602 | 31400 | 4310 | 5480000 | 410.49 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4410 | 2160000 | 5,153.02 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 2 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4410 | 2160000 | 879.55 |
| SCHOOL OUTFITTERS LLC | 000000022791689 | 114.65 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2130000 | 114.65 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 3 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4410 | 2160000 | 2,404.26 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 4 | 01 | 0 | 90704 | 0 | 11100 | 10000 | 4410 | 2160000 | 410.37 |
| SCHOOL OUTFITTERS LLC | 000000022776198 | 6,534.39 | 1 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 6,534.39 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 5 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2100000 | 9,628.76 |
| SCHOOL OUTFITTERS LLC | 000000022805800 | 19,200.96 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 2100000 | 725.00 |
| SCHOOL SERVICES OF CALIFORNIA, INC | 000000022789374 | 3,015.00 | 2 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5880 | 7550000 | 2,010.00 |
| SCHOOL SERVICES OF CALIFORNIA, INC | 000000022789374 | 3,015.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5880 | 7550000 | 1,005.00 |
| SCHOOL SPECIALTY LLC | 000000022774121 | 494.59 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 494.59 |
| SCHOOL SPECIALTY LLC | 000000022789375 | 3,348.34 | 1 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4310 | 2010000 | 2,649.64 |
| SCHOOL SPECIALTY LLC | 000000022789375 | 3,348.34 | 2 | 01 | 0 | 67700 | 1 | 11100 | 10000 | 4410 | 2010000 | 698.70 |
| SCHOOL SPECIALTY LLC | 000000022803061 | 7,461.38 | 2 | 01 | 0 | 63000 | 0 | 11100 | 10000 | 4310 | 7420000 | 1,733.94 |
| SCHOOL SPECIALTY LLC | 000000022803061 | 7,461.38 | 1 | 01 | 0 | 63000 | 0 | 11100 | 10000 | 4110 | 7420000 | 5,727.44 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 11 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2160000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 6 | 01 | 0 | 90904 | 0 | 17023 | 41000 | 5811 | 3210000 | 6,000.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 7 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2060000 | 495.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 8 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2060000 | 3,105.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 6 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2060000 | 2,520.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 2 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2030000 | 2,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022776199 | 6,453.00 | 3 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2050000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 12 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 772.50 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022776199 | 6,453.00 | 4 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2050000 | 1,728.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 4 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2050000 | 966.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 5 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2050000 | 966.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022776199 | 6,453.00 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2010000 | 1,680.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022776199 | 6,453.00 | 2 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5811 | 2020000 | 1,545.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 5 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 2 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 5 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 14 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 1,042.50 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 2 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 915.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 3 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 915.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 13 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 2,178.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 16 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 1,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 3 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 1,545.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 6 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5811 | 7420000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 8 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2160000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 10 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2160000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022795722 | 6,372.50 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5811 | 3210000 | 850.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 15 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 8,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 17 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 1,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 7 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2160000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 9 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2160000 | 1,500.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SCHOOL ZONE TRANSPORTATION, INC | 000000022795722 | 6,372.50 | 4 | 01 | 0 | 63870 | 0 | 38000 | 10000 | 5811 | 7460000 | 1,635.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 1 | 01 | 0 | 90904 | 0 | 17007 | 41001 | 5811 | 3220000 | 2,800.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 4 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 750.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 4 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2140000 | 1,590.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022791690 | 29,173.00 | 18 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 2,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 3 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2030000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022781256 | 13,452.00 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 5811 | 2020000 | 1,500.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022795722 | 6,372.50 | 2 | 01 | 0 | 90904 | 0 | 17006 | 41000 | 5811 | 3220000 | 2,800.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022819255 | 15,585.00 | 7 | 01 | 0 | 67700 | 1 | 17007 | 41000 | 5811 | 3220000 | 1,400.00 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022803062 | 862.50 | 1 | 01 | 0 | 63870 | 0 | 38000 | 10000 | 5811 | 7460000 | 862.50 |
| SCHOOL ZONE TRANSPORTATION, INC | 000000022795722 | 6,372.50 | 3 | 01 | 0 | 63850 | 2 | 38000 | 10000 | 5811 | 7460000 | 1,087.50 |
| SHARP ELECTRONICS CORPORATION | 000000022803063 | 16,933.17 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5611 | 7400000 | 16,933.17 |
| SHAYLA ESPOSTO | 000000022808146 | 800.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 800.00 |
| SIGN UP INTERPRETING SERVICES, LLC | 000000022789376 | 4,160.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 4,160.00 |
| SIGN UP INTERPRETING SERVICES, LLC | 000000022821875 | 287.50 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5850 | 7550000 | 287.50 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022774122 | 2,160.19 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 877.77 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022774122 | 2,160.19 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 652.06 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022774122 | 2,160.19 | 3 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 630.36 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 5,635.50 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 3 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 5,635.50 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,889.55 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 4 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,254.20 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 5 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 875.56 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022811141 | 16,721.26 | 6 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 430.95 |
| SIGNAL HILL AUTO ENTERPRISES, INC. | 000000022808147 | 618.91 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 618.91 |
| SIMUN PSYCHOLOGICAL ASSESSMENT GROUP PC | 000000022789377 | 6,000.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 6,000.00 |
| SLIM JPA C/O LAS VIRGENES USD | 000000022795723 | 21,032.27 | 1 | 01 | 0 | 00000 | 0 | 00000 | 00000 | 9532 | 0000000 | 21,032.27 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 9 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -123.22 |
| SMARDAN SUPPLY - FV | 000000022789378 | 9.87 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 9.87 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 426.88 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,278.83 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 122.51 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 10 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -106.98 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 295.11 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 446.82 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 216.06 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 11 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | -197.43 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 87.96 |
| SMARDAN SUPPLY - FV | 000000022805801 | 2,465.51 | 8 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 18.97 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 85.94 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 156.76 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 399.62 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 18.76 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 56.92 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 6 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 169.86 |
| SMARDAN SUPPLY BURBANK | 000000022789379 | 922.41 | 7 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 34.55 |
| SMART & FINAL STORES CORP | 000000022791691 | 265.28 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4310 | 3200000 | 265.28 |
| SOLIANT | 000000022789380 | 8,645.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,087.50 |
| SOLIANT | 000000022789380 | 8,645.00 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 3,087.50 |
| SOLIANT | 000000022819256 | 3,217.50 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,872.00 |
| SOLIANT | 000000022789380 | 8,645.00 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,470.00 |
| SOLIANT | 000000022819256 | 3,217.50 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 936.00 |
| SOLIANT | 000000022819256 | 3,217.50 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 409.50 |
| SOUTHERN CALIFORNIA GAS COMPANY | 000000022781258 | 2.11 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5510 | 7400000 | 2.11 |
| SOUTHERN CALIFORNIA GAS COMPANY | 000000022805802 | 9,614.18 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5510 | 7400000 | 9,614.18 |
| SOUTHERN CALIFORNIA GAS COMPANY | 000000022781259 | 24.99 | 1 | 01 | 0 | 00000 | 0 | 00000 | 82000 | 5510 | 7400000 | 24.99 |
| SOUTHWINDS TRANSPORTATION | 000000022776201 | 2,371.20 | 1 | 01 | 0 | 90820 | 0 | 11100 | 10000 | 5811 | 2050000 | 2,371.20 |
| SPEDEX CONSULTING, LLC | 000000022789381 | 2,025.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 2,025.00 |
| SPICERS PAPER CO | 000000022811142 | 17,680.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 75500 | 4310 | 7570000 | 17,680.00 |
| STA WEST REGION | 000000022803064 | 895.00 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 5811 | 2010000 | 895.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STUDIES WEEKLY | 000000022805803 | 1,233.70 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4250 | 2010000 | 1,233.70 |
| STUMBAUGH & ASSOCIATES INC | 000000022821876 | 26.52 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 26.52 |
| STUMBAUGH & ASSOCIATES INC | 000000022805804 | 142.55 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 142.55 |
| SULLIVAN, JILL | 000000022819257 | 2,245.00 | 1 | 01 | 0 | 00000 | 0 | 00000 | 27000 | 5810 | 7420000 | 2,245.00 |
| SUNBELT CONTROLS INC | 000000022789382 | 1,039.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 1,039.00 |
| SUSAN HOLLAR | 000000022789383 | 3,200.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11901 | 5850 | 7440000 | 3,200.00 |
| SWEETWATER SOUND INC | 000000022800932 | 1,081.17 | 1 | 01 | 0 | 67700 | 2 | 17006 | 10000 | 4410 | 4310000 | 1,081.17 |
| SWEETWATER SOUND INC | 000000022819258 | 5,170.37 | 2 | 01 | 0 | 00000 | 0 | 17000 | 10000 | 4381 | 7460000 | 2,456.16 |
| SWEETWATER SOUND INC | 000000022819258 | 5,170.37 | 1 | 01 | 0 | 90704 | 0 | 17006 | 10000 | 4310 | 3220000 | 542.91 |
| SWEETWATER SOUND INC | 000000022819258 | 5,170.37 | 3 | 01 | 0 | 00000 | 0 | 17007 | 10000 | 4410 | 4310000 | 1,767.99 |
| SWEETWATER SOUND INC | 000000022819258 | 5,170.37 | 4 | 01 | 0 | 00000 | 0 | 17007 | 10000 | 4310 | 4310000 | 403.31 |
| SWEETWATER SOUND INC | 000000022821877 | 1,930.39 | 1 | 01 | 0 | 42010 | 1 | 47600 | 10000 | 4410 | 4310000 | 491.67 |
| SWEETWATER SOUND INC | 000000022821877 | 1,930.39 | 2 | 01 | 0 | 90704 | 0 | 17006 | 10000 | 4310 | 4310000 | 1,438.72 |
| SWEETWATER SOUND INC | 000000022808148 | 503.83 | 1 | 01 | 0 | 00000 | 0 | 17000 | 10000 | 4381 | 7460000 | 503.83 |
| TCI | 000000022776202 | 4,971.67 | 1 | 01 | 0 | 63000 | 0 | 11100 | 10000 | 4110 | 7420000 | 4,971.67 |
| TEACHER SYNERGY, LLC | 000000022789384 | 559.20 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2100000 | 559.20 |
| TEACHER SYNERGY, LLC | 000000022791692 | 28.00 | 1 | 01 | 0 | 90201 | 0 | 11100 | 10000 | 4310 | 2160000 | 28.00 |
| TERRY WILLIAMSON | 000000022789385 | 125.90 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 4310 | 7420000 | 125.90 |
| TEXTBOOK WAREHOUSE INC | 000000022808150 | 4,513.37 | 1 | 01 | 0 | 00000 | 0 | 11401 | 10000 | 4210 | 4320000 | 433.16 |
| TEXTBOOK WAREHOUSE INC | 000000022808150 | 4,513.37 | 2 | 01 | 0 | 63000 | 0 | 11100 | 10000 | 4210 | 7420000 | 4,080.21 |
| THE HILLSIDE SCHOOL & LEARNING CENTER | 000000022789386 | 19,708.54 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,371.76 |
| THE HILLSIDE SCHOOL & LEARNING CENTER | 000000022789386 | 19,708.54 | 4 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 153.00 |
| THE HILLSIDE SCHOOL & LEARNING CENTER | 000000022789386 | 19,708.54 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 17,036.28 |
| THE HILLSIDE SCHOOL & LEARNING CENTER | 000000022789386 | 19,708.54 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,147.50 |
| THE STEPPING STONES GROUP, LLC | 000000022789387 | 39,330.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 12,635.00 |
| THE STEPPING STONES GROUP, LLC | 000000022789387 | 39,330.00 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 13,395.00 |
| THE STEPPING STONES GROUP, LLC | 000000022789387 | 39,330.00 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 13,300.00 |
| THE STEPPING STONES GROUP, LLC | 000000022811145 | 5,320.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 5,320.00 |
| THE TORO COMPANY | 000000022789388 | 296.90 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 148.45 |
| THE TORO COMPANY | 000000022789388 | 296.90 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4382 | 7520000 | 148.45 |
| THOUGHTFUL LEARNING | 000000022791693 | 960.99 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2100000 | 960.99 |
| TINY HANDS THERAPY INC | 000000022803067 | 13,340.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 13,340.00 |
| TMK HAWK PARENT, CORP | 000000022819260 | 3,842.54 | 1 | 01 | 0 | 35500 | 0 | 38000 | 10000 | 4410 | 7460000 | 3,842.54 |
| T-MOBILE | 000000022803065 | 185.25 | 3 | 01 | 0 | 65200 | 0 | 57602 | 11100 | 4310 | 7440000 | 22.61 |
| T-MOBILE | 000000022803065 | 185.25 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11100 | 4310 | 7440000 | 22.60 |
| T-MOBILE | 000000022808149 | 199.52 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7400000 | 199.52 |
| T-MOBILE | 000000022803065 | 185.25 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5910 | 7400000 | 140.04 |
| TOTAL CORPORATE SECURITY LLC | 000000022819261 | 2,304.00 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 5850 | 7420000 | 2,304.00 |
| TRACY GROGAN-COLLAZOS | 000000022789389 | 175.81 | 1 | 01 | 0 | 00000 | 0 | 12000 | 10000 | 5840 | 4310000 | 175.81 |
| TRANSIT SYSTEMS UNLIMITED, INC | 000000022819262 | 3,657.50 | 1 | 01 | 0 | 90904 | 0 | 11100 | 10000 | 5811 | 3200000 | 1,505.00 |
| TRANSIT SYSTEMS UNLIMITED, INC | 000000022819262 | 3,657.50 | 2 | 01 | 0 | 90904 | 0 | 17023 | 10000 | 5811 | 3200000 | 2,152.50 |
| TRANSIT SYSTEMS UNLIMITED, INC | 000000022821878 | 952.50 | 1 | 01 | 0 | 90904 | 0 | 11100 | 10000 | 5811 | 5170000 | 952.50 |
| TTF HOLDING LOCKBOX | 000000022789390 | 18,800.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 7,280.00 |
| TTF HOLDING LOCKBOX | 000000022789390 | 18,800.00 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 11,520.00 |
| TYERMAN'S AUTOMOTIVE | 000000022811146 | 225.00 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5631 | 7520000 | 225.00 |
| UINTA ACADEMY RTC, LLC | 000000022811147 | 21,520.00 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 14,731.00 |
| UINTA ACADEMY RTC, LLC | 000000022811147 | 21,520.00 | 2 | 01 | 0 | 65460 | 0 | 57601 | 11800 | 5810 | 7440000 | 6,789.00 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022813943 | 1,129.04 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,129.04 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022808151 | 1,129.04 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 1,129.04 |
| UNITED SITE SERVICES | 000000022811149 | 550.64 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5611 | 7520000 | 550.64 |
| UNITED SITE SERVICES | 000000022813944 | 380.76 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 5611 | 7520000 | 190.38 |
| UNITED SITE SERVICES | 000000022813944 | 380.76 | 1 | 01 | 0 | 90710 | 0 | 00000 | 82100 | 5611 | 7520000 | 190.38 |
| UPLIFT THERAPY CNETER LLC | 000000022808152 | 600.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 200.00 |
| UPLIFT THERAPY CNETER LLC | 000000022808152 | 600.00 | 2 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 200.00 |
| UPLIFT THERAPY CNETER LLC | 000000022808152 | 600.00 | 3 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 200.00 |
| UPLIFT THERAPY CNETER LLC | 000000022811150 | 100.00 | 1 | 01 | 0 | 65000 | 0 | 57602 | 11900 | 5850 | 7440000 | 100.00 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022774123 | 179.29 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 70.27 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022774123 | 179.29 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 109.02 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022789391 | 153.60 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 153.60 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022811151 | 1,341.25 | 2 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 307.19 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022811151 | 1,341.25 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 76.27 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| US AIR CONDITIONING DISTRIBUTORS | 000000022811151 | 1,341.25 | 3 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 497.52 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022811151 | 1,341.25 | 4 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 412.78 |
| US AIR CONDITIONING DISTRIBUTORS | 000000022811151 | 1,341.25 | 5 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 47.49 |
| VANAMAN GERMAN LLC ATTORNEYS AT LAW | 000000022800933 | 4,000.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 21000 | 5820 | 7440000 | 4,000.00 |
| VAROSKY, MATTHEW AND DEIRDRE | 000000022795724 | 1,155.00 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 1,155.00 |
| VENTRIS LEARNING | 000000022774124 | 287.30 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2010000 | 287.30 |
| VILLA ESPERANZA SERVICES | 000000022803069 | 5,922.37 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 5,922.37 |
| VILLA ESPERANZA SERVICES | 000000022819263 | 1,239.05 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11800 | 5810 | 7440000 | 1,239.05 |
| VOSS, TAMARA | 000000022789392 | 2,477.76 | 1 | 01 | 0 | 65000 | 0 | 50010 | 36000 | 5813 | 7440000 | 2,477.76 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 6 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 702.67 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 59.06 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 383.67 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 373.90 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 3 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 454.73 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 4 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 117.30 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 49.79 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 3 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 548.16 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 4 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 360.87 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 5 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,086.56 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 7 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,711.29 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 8 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,595.16 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 9 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 934.00 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 12 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,040.91 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 11 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 4,148.17 |
| WAXIE SANITARY SUPPLY | 000000022774125 | 16,858.97 | 10 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,622.33 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 6 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 92.16 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 5 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 714.90 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 4 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 901.01 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 3 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,473.30 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 1 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 232.75 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 2 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 430.65 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 8 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 46.50 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 7 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 248.08 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 9 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,320.96 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 11 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 236.25 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 10 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 52.50 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 12 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 730.05 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 13 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 659.69 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 14 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,174.84 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 15 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 507.10 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 16 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 1,155.65 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 19 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 24.90 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 17 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 49.79 |
| WAXIE SANITARY SUPPLY | 000000022789393 | 11,100.87 | 18 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 49.79 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 5 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 478.71 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 6 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 49.79 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 7 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 236.25 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 8 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 688.60 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 9 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 59.06 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 10 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 412.17 |
| WAXIE SANITARY SUPPLY | 000000022811152 | 5,289.21 | 11 | 01 | 0 | 00100 | 0 | 00000 | 82100 | 4310 | 7520000 | 2,035.03 |
| WELLS FARGO VENDOR FINANCIAL SERVICES, LLC | 000000022791694 | 19,941.47 | 1 | 01 | 0 | 00000 | 0 | 00000 | 72000 | 5611 | 0000000 | 19,941.47 |
| WEST MUSIC COMPANY, INC | 000000022776205 | 5,749.76 | 1 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 2,875.36 |
| WEST MUSIC COMPANY, INC | 000000022776205 | 5,749.76 | 2 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 310.56 |
| WEST MUSIC COMPANY, INC | 000000022776205 | 5,749.76 | 3 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 217.36 |
| WEST MUSIC COMPANY, INC | 000000022776205 | 5,749.76 | 4 | 01 | 0 | 90806 | 0 | 11100 | 10000 | 4310 | 7460000 | 2,346.48 |
| WILLIAM V MACGILL & COMPANY | 000000022791695 | 105.48 | 1 | 01 | 0 | 90870 | 0 | 11100 | 10000 | 4310 | 2060000 | 105.48 |
| WILLIAM V MACGILL & COMPANY | 000000022819264 | 418.82 | 1 | 01 | 0 | 26000 | 0 | 00000 | 31400 | 4310 | 5480000 | 418.82 |
| WOODBURN PRESS | 000000022791696 | 708.04 | 1 | 01 | 0 | 30100 | 2 | 11100 | 10000 | 4310 | 2160000 | 708.04 |
| WORTHINGTON DIRECT HOLDINGS, LLC | 000000022811153 | 4,948.63 | 1 | 01 | 0 | 00000 | 0 | 11100 | 10000 | 4410 | 5300000 | 4,948.63 |
| WRIGHT'S SUPPLY INC | 000000022789394 | 45.91 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 45.91 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| WRIGHT'S SUPPLY INC | 000000022789395 | 401.88 | 1 | 01 | 0 | 81500 | 0 | 00000 | 81100 | 4310 | 7520000 | 401.88 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 6 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,719.56 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,170.98 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,048.92 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,194.10 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 4 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 2,333.83 |
| ZEN EDUCATE INC | 000000022776206 | 9,512.29 | 5 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,044.90 |
| ZEN EDUCATE INC | 000000022789396 | 1,315.10 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 612.51 |
| ZEN EDUCATE INC | 000000022789396 | 1,315.10 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 702.59 |
| ZEN EDUCATE INC | 000000022811154 | 2,907.72 | 1 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,119.82 |
| ZEN EDUCATE INC | 000000022811154 | 2,907.72 | 2 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 557.28 |
| ZEN EDUCATE INC | 000000022811154 | 2,907.72 | 3 | 01 | 0 | 65000 | 0 | 57601 | 11804 | 5810 | 7440000 | 1,230.62 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 33 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 3,112.14 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 9 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4410 | 5330000 | 6,224.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 297 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | -15.79 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 26 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | 4.57 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 27 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | 45.67 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 28 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | 31.97 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 29 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | 9.13 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 285 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | -1.32 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 286 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | -7.51 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 6 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 153.36 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 5 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 953.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 301 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | -2.99 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 302 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | -29.87 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 303 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | -20.91 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 304 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | -5.97 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 18 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 104.94 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 14 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | 1.72 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 15 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | 17.17 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 16 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | 12.02 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 17 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | 3.43 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 32 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 7.19 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 24 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 4.64 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 25 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 26.28 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | 3.51 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | 35.18 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | 24.63 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | 7.04 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 279 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | -108.26 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 10 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | 11.86 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 11 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | 118.58 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 12 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | 83.01 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 13 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | 23.72 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 8 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 56.31 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 9 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 319.09 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 314 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | -110.49 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 19 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 4310 | 5330000 | 2.45 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 20 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 4310 | 5330000 | 24.56 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 21 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 4310 | 5330000 | 17.19 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 22 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 4310 | 5330000 | 4.91 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 23 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 7,975.85 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 7 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 88.18 |
| ANATOMY WAREHOUSE | 000000022819209 | 2,208.00 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 489.39 |
| ANATOMY WAREHOUSE | 000000022819209 | 2,208.00 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 89.54 |
| ANATOMY WAREHOUSE | 000000022819209 | 2,208.00 | 3 | 11 | 0 | 63911 | 1 | 41104 | 10000 | 6410 | 5330000 | 1,629.07 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022805762 | 4,035.23 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4450 | 5330000 | 3,961.60 |
| AREY JONES EDUCATIONAL SOLUTIONS | 000000022805762 | 4,035.23 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 5840 | 5330000 | 73.63 |
| B & H PHOTO VIDEO | 000000022803035 | 11,118.49 | 1 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4410 | 5330000 | 11,118.49 |
| B & H PHOTO VIDEO | 000000022805764 | 16,576.62 | 7 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4410 | 5330000 | 11,934.82 |
| CARDIO PARTNERS | 000000022805770 | 10,614.22 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 38.58 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CARDIO PARTNERS | 000000022805770 | 10,614.22 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 3,779.88 |
| CARDIO PARTNERS | 000000022805770 | 10,614.22 | 3 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 68.66 |
| CARDIO PARTNERS | 000000022805770 | 10,614.22 | 4 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 6,727.10 |
| CARDIO PARTNERS INC | 000000022805771 | 2,269.68 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 22.93 |
| CARDIO PARTNERS INC | 000000022805771 | 2,269.68 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 2,246.75 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5840 | 5330000 | 82.13 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5840 | 5330000 | 410.67 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5840 | 5330000 | 164.27 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5840 | 5330000 | 164.27 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 5 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5632 | 5330000 | 67.37 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 6 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5632 | 5330000 | 336.83 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 7 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5632 | 5330000 | 134.73 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 8 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5632 | 5330000 | 134.73 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 9 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5840 | 5330000 | 70.27 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 10 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5840 | 5330000 | 351.33 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 11 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5840 | 5330000 | 140.53 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 12 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5840 | 5330000 | 140.53 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 13 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5632 | 5330000 | 57.63 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 14 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5632 | 5330000 | 288.17 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 15 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5632 | 5330000 | 115.27 |
| CI SOLUTIONS | 000000022819218 | 2,774.00 | 16 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5632 | 5330000 | 115.27 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 1 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4310 | 5330000 | 26.32 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 2 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4310 | 5330000 | 26.29 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 3 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4310 | 5330000 | 26.29 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 4 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4310 | 5330000 | 26.29 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 5 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4410 | 5330000 | 105.51 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 6 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4410 | 5330000 | 105.51 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 7 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4410 | 5330000 | 105.51 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 8 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4410 | 5330000 | 105.51 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 9 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4310 | 5330000 | 68.99 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 10 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4310 | 5330000 | 69.02 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 11 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4310 | 5330000 | 69.02 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 12 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4310 | 5330000 | 69.02 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 13 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4410 | 5330000 | 276.95 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 14 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4410 | 5330000 | 276.95 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 15 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4410 | 5330000 | 276.95 |
| DECKER EQUIPMENT/SCHOOL FIX | 000000022805774 | 1,911.08 | 16 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4410 | 5330000 | 276.95 |
| DIVISION OF THE STATE ARCHITECT | 000000022821858 | 2,160.00 | 1 | 11 | 0 | 63910 | 0 | 41104 | 85000 | 6217 | 5330000 | 2,160.00 |
| DOLORES (DEE) NIEDRINGHAUS, BSN RN | 000000022805775 | 6,617.00 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 5810 | 5330000 | 6,617.00 |
| EHP SOLUTIONS | 000000022781250 | 16,840.20 | 1 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4410 | 5330000 | 14,033.50 |
| EHP SOLUTIONS | 000000022781250 | 16,840.20 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 2,806.70 |
| ESTHER DOMOSZLAY | 000000022786592 | 64.00 | 1 | 11 | 0 | 00639 | 0 | 41120 | 00000 | 8671 | 0000000 | 64.00 |
| GRAINGER | 000000022805778 | 2,318.51 | 1 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4310 | 5330000 | 120.71 |
| GRAINGER | 000000022805778 | 2,318.51 | 2 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4310 | 5330000 | 120.71 |
| GRAINGER | 000000022805778 | 2,318.51 | 3 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4310 | 5330000 | 120.71 |
| GRAINGER | 000000022805778 | 2,318.51 | 4 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4310 | 5330000 | 120.70 |
| GRAINGER | 000000022805778 | 2,318.51 | 5 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4410 | 5330000 | 458.92 |
| GRAINGER | 000000022805778 | 2,318.51 | 6 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4410 | 5330000 | 458.92 |
| GRAINGER | 000000022805778 | 2,318.51 | 7 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4410 | 5330000 | 458.92 |
| GRAINGER | 000000022805778 | 2,318.51 | 8 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4410 | 5330000 | 458.92 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5850 | 5330000 | 216.62 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5850 | 5330000 | 216.62 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5850 | 5330000 | 216.62 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5850 | 5330000 | 216.62 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 5 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5810 | 5330000 | 88.38 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 6 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5810 | 5330000 | 88.38 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 7 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5810 | 5330000 | 88.38 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 8 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5810 | 5330000 | 88.38 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 9 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5850 | 5330000 | 355.11 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 10 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5850 | 5330000 | 355.11 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 11 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5850 | 5330000 | 355.11 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 12 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5850 | 5330000 | 355.11 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 13 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5810 | 5330000 | 144.89 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 14 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5810 | 5330000 | 144.89 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 15 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5810 | 5330000 | 144.89 |
| IHEARTMEDIA | 000000022805781 | 3,220.00 | 16 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5810 | 5330000 | 144.89 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 1 | 11 | 0 | 00639 | 0 | 41100 | 27000 | 5810 | 5330000 | 659.31 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 2 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5810 | 5330000 | 164.82 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 3 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5810 | 5330000 | 824.12 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 4 | 11 | 0 | 63910 | 0 | 41103 | 27000 | 5810 | 5330000 | 164.82 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 5 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5810 | 5330000 | 988.94 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 6 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5810 | 5330000 | 494.47 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 7 | 11 | 0 | 00639 | 0 | 41100 | 27000 | 5810 | 5330000 | 2,240.17 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 8 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5810 | 5330000 | 560.04 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 9 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5810 | 5330000 | 2,800.21 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 10 | 11 | 0 | 63910 | 0 | 41103 | 27000 | 5810 | 5330000 | 560.04 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 11 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5810 | 5330000 | 3,360.25 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 12 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5810 | 5330000 | 1,680.12 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 13 | 11 | 0 | 00639 | 0 | 41100 | 27000 | 5810 | 5330000 | 3,202.12 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 14 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5810 | 5330000 | 800.53 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 15 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5810 | 5330000 | 4,002.64 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 16 | 11 | 0 | 63910 | 0 | 41103 | 27000 | 5810 | 5330000 | 800.53 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 17 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5810 | 5330000 | 4,803.17 |
| ISTVAN 'STEVEN' ORI JR | 000000022805783 | 30,507.89 | 18 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5810 | 5330000 | 2,401.59 |
| JAYME EVE ADELSON- GOLDSTEIN | 000000022819237 | 450.00 | 1 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 5810 | 5330000 | 450.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 17 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 39.45 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 18 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 29.08 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 19 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 4,170.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 20 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 3,475.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 21 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 2,085.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 22 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 875.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 23 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 116.58 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 24 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 25.25 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 25 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 347.87 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 2 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 55.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 3 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 656.83 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 4 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 76.38 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 5 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 400.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 6 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 154.64 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 7 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 38.79 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 8 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 43.35 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 9 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 53.02 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 10 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 77.57 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 11 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 3,057.00 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 12 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 66.29 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 13 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 412.63 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 14 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 60.34 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 15 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 27.83 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 16 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 47.50 |
| JPMORGAN CHASE BANK | 202606240596252 | 16,409.06 | 1 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 18.66 |
| JUAN NOGUERA | 000000022803047 | 1,020.54 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5220 | 5330000 | 51.03 |
| JUAN NOGUERA | 000000022803047 | 1,020.54 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5220 | 5330000 | 510.27 |
| JUAN NOGUERA | 000000022803047 | 1,020.54 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5220 | 5330000 | 306.16 |
| JUAN NOGUERA | 000000022803047 | 1,020.54 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5220 | 5330000 | 153.08 |
| LILIT VEHUNI | 000000022803051 | 337.86 | 1 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 5220 | 5330000 | 42.23 |
| LILIT VEHUNI | 000000022803051 | 337.86 | 2 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | 126.70 |
| LILIT VEHUNI | 000000022803051 | -337.86 | 1 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 5220 | 5330000 | -42.23 |
| LILIT VEHUNI | 000000022803051 | -337.86 | 2 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | -126.70 |
| LILIT VEHUNI | 000000022819244 | 168.93 | 1 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 5220 | 5330000 | 42.23 |
| LILIT VEHUNI | 000000022819244 | 168.93 | 2 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | 126.70 |
| LILIT VEHUNI | 000000022803051 | 337.86 | 3 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | 168.93 |
| LILIT VEHUNI | 000000022803051 | -337.86 | 3 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | -168.93 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| MANUELA MEZA | 000000022803053 | 290.38 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 290.38 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 1 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 12.97 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 2 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 25.94 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 3 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 32.42 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 4 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 25.94 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022776196 | 837.17 | 5 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 32.42 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 1 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 37.34 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 2 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 74.72 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 3 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 93.40 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 4 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 74.72 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 5 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 93.40 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 6 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 6.08 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 7 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 12.17 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 8 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 15.22 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 9 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 12.17 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022805793 | 434.44 | 10 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 15.22 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 8 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 2.28 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 9 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 4.55 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 10 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 5.69 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 11 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 4.55 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 12 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 5.69 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 13 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 9.22 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 14 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 4310 | 5330000 | 18.43 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 15 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 4310 | 5330000 | 23.04 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 16 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 18.43 |
| OFFICE DEPOT/ BUSINESS SERVICES DIVISION | 000000022819250 | 4,641.12 | 17 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 4310 | 5330000 | 23.04 |
| PASCAL NITTIS | 000000022805795 | 430.51 | 1 | 11 | 0 | 63910 | 0 | 41101 | 10000 | 5220 | 5330000 | 86.10 |
| PASCAL NITTIS | 000000022805795 | 430.51 | 2 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5220 | 5330000 | 344.41 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 7,582.25 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 192.91 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 3 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 23,005.22 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 4 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 1,249.11 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 5 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4410 | 5330000 | 3,964.81 |
| POCKET NURSE | 000000022805796 | 36,209.58 | 6 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 215.28 |
| POCKET NURSE | 000000022805797 | 1,558.78 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 1,558.78 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 15 | 11 | 0 | 00639 | 0 | 00000 | 00000 | 9530 | 0000000 | 9,469.92 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 16 | 11 | 0 | 39130 | 0 | 00000 | 00000 | 9530 | 0000000 | 1,686.16 |
| S.W. SCHOOL SUPPLY | 000000022776197 | 2,664.25 | 3 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 252.29 |
| S.W. SCHOOL SUPPLY | 000000022776197 | 2,664.25 | 4 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 2,270.59 |
| S.W. SCHOOL SUPPLY | 000000022776197 | 2,664.25 | 1 | 11 | 0 | 00639 | 0 | 41100 | 10000 | 4310 | 5330000 | 8.56 |
| S.W. SCHOOL SUPPLY | 000000022776197 | 2,664.25 | 2 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 4310 | 5330000 | 77.07 |
| SCHOOL OUTFITTERS LLC | 000000022819254 | 1,194.86 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4480 | 5330000 | 1,194.86 |
| SMART & FINAL STORES CORP | 000000022776200 | 227.61 | 1 | 11 | 0 | 00639 | 0 | 41103 | 10000 | 4310 | 5330000 | 227.61 |
| TIMOTHY MALOOF | 000000022803066 | 218.55 | 1 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 4310 | 5330000 | 218.55 |
| TODD LAVENTURE | 000000022803068 | 1,874.91 | 5 | 11 | 0 | 63910 | 0 | 41100 | 27000 | 5220 | 5330000 | 371.93 |
| TODD LAVENTURE | 000000022803068 | 1,874.91 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5220 | 5330000 | 150.30 |
| TODD LAVENTURE | 000000022803068 | 1,874.91 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5220 | 5330000 | 300.60 |
| TODD LAVENTURE | 000000022803068 | 1,874.91 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5220 | 5330000 | 300.60 |
| TODD LAVENTURE | 000000022803068 | 1,874.91 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5220 | 5330000 | 751.48 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022776203 | 1,020.11 | 1 | 11 | 0 | 63910 | 0 | 41101 | 82100 | 4310 | 5330000 | 255.03 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022776203 | 1,020.11 | 2 | 11 | 0 | 63910 | 0 | 41102 | 82100 | 4310 | 5330000 | 255.03 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022776203 | 1,020.11 | 3 | 11 | 0 | 63910 | 0 | 41104 | 82100 | 4310 | 5330000 | 255.03 |
| ULINE - Attn: ACCOUNTS RECEIVABLES | 000000022776203 | 1,020.11 | 4 | 11 | 0 | 63910 | 0 | 41106 | 82100 | 4310 | 5330000 | 255.02 |
| WORTHINGTON DIRECT HOLDINGS, LLC | 000000022805805 | 2,198.71 | 1 | 11 | 0 | 63910 | 0 | 41101 | 31100 | 4310 | 5330000 | 549.68 |
| WORTHINGTON DIRECT HOLDINGS, LLC | 000000022805805 | 2,198.71 | 2 | 11 | 0 | 63910 | 0 | 41102 | 31100 | 4310 | 5330000 | 549.68 |
| WORTHINGTON DIRECT HOLDINGS, LLC | 000000022805805 | 2,198.71 | 3 | 11 | 0 | 63910 | 0 | 41104 | 31100 | 4310 | 5330000 | 549.68 |
| WORTHINGTON DIRECT HOLDINGS, LLC | 000000022805805 | 2,198.71 | 4 | 11 | 0 | 63910 | 0 | 41106 | 31100 | 4310 | 5330000 | 549.67 |
| YANIRA I CHAVEZ | 000000022803070 | 1,829.44 | 5 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 5220 | 5330000 | 203.00 |
| YANIRA I CHAVEZ | 000000022803070 | 1,829.44 | 1 | 11 | 0 | 63910 | 0 | 41101 | 27000 | 5220 | 5330000 | 81.32 |
| YANIRA I CHAVEZ | 000000022803070 | 1,829.44 | 2 | 11 | 0 | 63910 | 0 | 41102 | 27000 | 5220 | 5330000 | 813.22 |
| YANIRA I CHAVEZ | 000000022803070 | 1,829.44 | 3 | 11 | 0 | 63910 | 0 | 41104 | 27000 | 5220 | 5330000 | 325.29 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| YANIRA I CHAVEZ | 000000022803070 | 1,829.44 | 4 | 11 | 0 | 63910 | 0 | 41106 | 27000 | 5220 | 5330000 | 406.61 |
| YUSAIR, INC. | 000000022805806 | 15,000.00 | 1 | 11 | 0 | 63910 | 0 | 41102 | 10000 | 5840 | 5330000 | 3,750.00 |
| YUSAIR, INC. | 000000022805806 | 15,000.00 | 2 | 11 | 0 | 63910 | 0 | 41104 | 10000 | 5840 | 5330000 | 7,500.00 |
| YUSAIR, INC. | 000000022805806 | 15,000.00 | 3 | 11 | 0 | 63910 | 0 | 41106 | 10000 | 5840 | 5330000 | 3,750.00 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 132 | 12 | 0 | 61051 | 1 | 11100 | 10000 | 4310 | 7540000 | 94.71 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 34 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 30.28 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 133 | 12 | 0 | 61051 | 1 | 11100 | 10000 | 4310 | 7540000 | -153.76 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 83 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 9.91 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 326 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | -14.42 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 148 | 12 | 0 | 61050 | 0 | 00000 | 82100 | 4310 | 7540000 | 116.60 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 2 | 12 | 0 | 61051 | 1 | 11100 | 10000 | 4310 | 7540000 | 801.50 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 1 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 684.00 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 2 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 798.00 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 3 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 855.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 2 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 855.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 3 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 940.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 4 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 640.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 5 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,660.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 6 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 855.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 7 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 928.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 8 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 865.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 9 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 3,612.50 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 10 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 851.20 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 11 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,049.50 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 12 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,067.50 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 13 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 4,419.50 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 1 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 855.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 2 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,333.75 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 3 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,304.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 4 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,998.75 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 5 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,496.25 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 6 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 225.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 7 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 664.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 8 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 152.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 9 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 640.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 10 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 3,500.00 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 4 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 874.00 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 5 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 928.00 |
| CHILDCARE CAREERS LLC | 000000022821855 | 7,668.00 | 6 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 3,529.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 11 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 855.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 12 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 736.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 13 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 640.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 14 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,520.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 15 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 1,068.75 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 16 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 664.00 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 17 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 448.00 |
| CHILDCARE CAREERS LLC | 000000022776189 | 640.00 | 1 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 640.00 |
| CHILDCARE CAREERS LLC | 000000022819217 | 21,573.70 | 1 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 3,830.50 |
| CHILDCARE CAREERS LLC | 000000022789300 | 18,933.33 | 18 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 5850 | 7540000 | 832.83 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 1 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 371.55 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 2 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 202.44 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 3 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 662.77 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 4 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 737.58 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 5 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 32.98 |
| JPMORGAN CHASE BANK | 202606030587884 | 2,926.30 | 6 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 918.98 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 9 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 168.83 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 90 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 21.08 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 91 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 131.14 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 10 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 155.24 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 11 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 101.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 12 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 84.22 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 95 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 32.17 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 112 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 52.27 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 26 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 54.07 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 42 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 38.69 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 43 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 25.37 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 62 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 81.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 63 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 38.69 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 66 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 340.78 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 67 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 164.56 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 72 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 205.85 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 73 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 15.91 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 76 | 12 | 0 | 90602 | 0 | 11100 | 10000 | 4310 | 7540000 | 241.89 |
| LAKESHORE LEARNING | 000000022795709 | 289.79 | 1 | 12 | 0 | 61051 | 1 | 11100 | 10000 | 4310 | 7540000 | 289.79 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 17 | 12 | 0 | 50250 | 1 | 00000 | 00000 | 9530 | 0000000 | 1,039.05 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 18 | 12 | 0 | 61050 | 0 | 00000 | 00000 | 9530 | 0000000 | 2,822.30 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 19 | 12 | 0 | 61050 | 1 | 00000 | 00000 | 9530 | 0000000 | 2,910.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 20 | 12 | 0 | 90602 | 0 | 00000 | 00000 | 9530 | 0000000 | 11,181.55 |
| WAXIE SANITARY SUPPLY | 000000022776204 | 51.60 | 1 | 12 | 0 | 61050 | 0 | 00000 | 82100 | 4310 | 7540000 | 51.60 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 7 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 633.43 |
| AMAZON CAPITAL SERVICES | 000000022811113 | 101,542.09 | 181 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 137.58 |
| AMAZON CAPITAL SERVICES | 000000022774113 | 10,755.69 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 657.54 |
| ARROW RESTAURANT EQUIPMENT | 000000022808116 | 5,270.86 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4480 | 7490000 | 5,270.86 |
| CITY OF BURBANK | 000000022811117 | 1,397.23 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4360 | 7490000 | 1,397.23 |
| DRIFTWOOD DAIRY | 000000022808125 | 3,126.43 | 2 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 2,132.26 |
| DRIFTWOOD DAIRY | 000000022808125 | 3,126.43 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 994.17 |
| ECOLAB | 000000022819223 | 4,164.59 | 8 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 9 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 7 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 6 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 10 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 577.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 12 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022821861 | 2,379.63 | 3 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 207.04 |
| ECOLAB | 000000022821861 | 2,379.63 | 4 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 237.88 |
| ECOLAB | 000000022819223 | 4,164.59 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 5 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022819223 | 4,164.59 | 11 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 162.04 |
| ECOLAB | 000000022821861 | 2,379.63 | 5 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 781.91 |
| ECOLAB | 000000022819223 | 4,164.59 | 2 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 550.66 |
| ECOLAB | 000000022819223 | 4,164.59 | 3 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 1,189.91 |
| ECOLAB | 000000022821861 | 2,379.63 | 2 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 914.92 |
| ECOLAB | 000000022819223 | 4,164.59 | 4 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 550.66 |
| ECOLAB | 000000022821861 | 2,379.63 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 5850 | 7490000 | 237.88 |
| ECOLAB | 000000022811120 | 446.70 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 446.70 |
| GOLD STAR FOODS | 000000022808129 | 1,917.44 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 1,018.34 |
| GOLD STAR FOODS | 000000022808129 | 1,917.44 | 2 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 899.10 |
| GOLD STAR FOODS | 000000022795701 | 34,524.34 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 34,524.34 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 121 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 195.81 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 122 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 88.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 123 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 100.57 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 124 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 269.40 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 13 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 141.72 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 113 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 140.99 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 3 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 18.00 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 4 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 211.79 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 45 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 1,184.72 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 46 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 38.66 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 48 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 192.93 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 49 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 257.49 |
| JPMORGAN CHASE BANK | 202606220594617 | 39,102.73 | 50 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4310 | 7490000 | 280.46 |
| OLD GROVE ORANGE, INC | 000000022795716 | 1,091.00 | 1 | 13 | 0 | 53100 | 0 | 00000 | 37000 | 4712 | 7490000 | 1,091.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 22 | 13 | 0 | 53100 | 0 | 00000 | 00000 | 9530 | 0000000 | 20,885.00 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BECKER & MIYAMOTO, INC. LICENSED LAND SURVERYORS | 000000022813930 | 24,180.00 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 4310000 | 24,180.00 |
| BEST CONTRACTING SERVICES, INC. | 202606260597421 | 702,249.65 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 2010000 | 271,657.91 |
| BEST CONTRACTING SERVICES, INC. | 202606260597421 | 702,249.65 | 2 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 2140000 | 430,591.74 |
| BUDLONG AND ASSOCIATES, INC. | 000000022795696 | 9,010.00 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 5631 | 7400000 | 9,010.00 |
| COMMERCIAL & INDUSTRIAL ROOFING CO., INC. | 000000022821856 | 1,156,332.40 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 3210000 | 1,156,332.40 |
| FLEWELLING & MOODY INC | 000000022819228 | 143.75 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 2050000 | 143.75 |
| FLEWELLING & MOODY INC | 000000022813936 | 3,480.00 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6205 | 4310000 | 3,480.00 |
| FLEWELLING & MOODY INC | 000000022803045 | 5,144.70 | 2 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6282 | 2050000 | 2,731.25 |
| GREG POWELL, ARCHITECT, A CORPORATION | 000000022813937 | 14,650.00 | 3 | 21 | 3 | 00000 | 0 | 91008 | 85000 | 6282 | 7520000 | 2,910.00 |
| GREG POWELL, ARCHITECT, A CORPORATION | 000000022811125 | 8,870.00 | 1 | 21 | 3 | 00000 | 0 | 91008 | 85000 | 6282 | 7520000 | 8,870.00 |
| GREG POWELL, ARCHITECT, A CORPORATION | 000000022813937 | 14,650.00 | 2 | 21 | 3 | 00000 | 0 | 91008 | 85000 | 6282 | 7520000 | 4,720.00 |
| GREG POWELL, ARCHITECT, A CORPORATION | 000000022813937 | 14,650.00 | 1 | 21 | 3 | 00000 | 0 | 91008 | 85000 | 6282 | 7520000 | 7,020.00 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 3 | 21 | 3 | 00000 | 0 | 92000 | 85000 | 5820 | 7400000 | 53.31 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 6 | 21 | 3 | 00000 | 0 | 92000 | 85000 | 5820 | 7400000 | -55.30 |
| LOZANO SMITH | 000000022803052 | 13,071.50 | 9 | 21 | 3 | 00000 | 0 | 92000 | 85000 | 5820 | 7400000 | 53.96 |
| PRODIGAL INVESTMENT GROUP, LLC | 000000022821874 | 19,030.00 | 1 | 21 | 3 | 00000 | 0 | 91008 | 85000 | 6282 | 7520000 | 19,030.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 21 | 21 | 0 | 00000 | 0 | 00000 | 00000 | 9530 | 0000000 | 2,338.65 |
| TBP/ARCHITECTURE, INC | 000000022819259 | 41,475.87 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6250 | 4320000 | 41,475.87 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 5 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 7400000 | 176,070.24 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 3 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2140000 | 367,198.00 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 2 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 302,959.66 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 4 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2140000 | 7,271.39 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 8 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 111,016.88 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 6 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 7400000 | 63,602.92 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 550,991.55 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 430,840.85 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 6 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 7520000 | 469,149.50 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 5 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2140000 | 143,971.45 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 2 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 183,413.61 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 3 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 189,139.31 |
| The Garland Co Inc. | 000000022784123 | 1,605,654.03 | 4 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 189,139.31 |
| The Garland Co Inc. | 000000022781261 | 1,749,436.93 | 7 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 7520000 | 170,326.29 |
| THE GARLAND COMPANY, INC. | 202606040588412 | 147,591.18 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 6250 | 2130000 | 147,591.18 |
| THE GARLAND COMPANY, INC. | 202606080589627 | 955,265.30 | 2 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 6250 | 2130000 | 404,273.75 |
| THE GARLAND COMPANY, INC. | 202606090590492 | 737,958.35 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 6250 | 2050000 | 541,075.39 |
| THE GARLAND COMPANY, INC. | 202606090590492 | 737,958.35 | 2 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 6250 | 2050000 | 196,882.96 |
| THE GARLAND COMPANY, INC. | 202606080589627 | 955,265.30 | 1 | 21 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 3210000 | 550,991.55 |
| WESTGROUP DESIGNS, INC. | 000000022784124 | 1,432.50 | 1 | 21 | 0 | 00000 | 0 | 91008 | 85000 | 6250 | 4310000 | 1,432.50 |
| ALBERT SHABANDARI | 000000022781244 | 4,005.83 | 1 | 25 | 0 | 90328 | 0 | 00000 | 00000 | 8681 | 0000000 | 4,005.83 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 30 | 25 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 478.99 |
| AMAZON CAPITAL SERVICES | 000000022819208 | 13,982.28 | 31 | 25 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 219.99 |
| GLOBAL EQUIPMENT COMPANY | 000000022784122 | 995.46 | 1 | 25 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 995.46 |
| JEFF MCKIBBEN | 000000022778716 | 689.30 | 1 | 25 | 0 | 90328 | 0 | 00000 | 00000 | 8681 | 0000000 | 689.30 |
| SCHOOL SPECIALTY LLC | 000000022811139 | 6,925.85 | 1 | 25 | 0 | 00000 | 0 | 00000 | 85000 | 4310 | 2010000 | 6,925.85 |
| CSM CONSULTING INC | 000000022803039 | 11,161.18 | 1 | 40 | 0 | 00000 | 0 | 00000 | 81100 | 5850 | 7520000 | 11,161.18 |
| FLEWELLING & MOODY INC | 000000022803045 | 5,144.70 | 1 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 6205 | 4310000 | 2,365.62 |
| FLEWELLING & MOODY INC | 000000022803045 | 5,144.70 | 3 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 6205 | 4310000 | 47.83 |
| HART DESIGN BUILD, INC. | 000000022789326 | 76,456.50 | 1 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 6250 | 4310000 | 76,456.50 |
| HART DESIGN BUILD, INC. | 000000022819231 | 116,471.16 | 1 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 6250 | 4310000 | 116,471.16 |
| J.M. KING CONSULTING | 000000022795706 | 40,180.00 | 1 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 5890 | 7400000 | 36,162.00 |
| J.M. KING CONSULTING | 000000022795706 | 40,180.00 | 2 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 5890 | 7400000 | 4,018.00 |
| MASSADI ENTERPRISES | 000000022803054 | 14,400.00 | 1 | 40 | 0 | 90329 | 0 | 00000 | 85000 | 6281 | 4310000 | 14,400.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 25 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 0000001 | 44,362.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 24 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 0000027 | 5,372.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 26 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 0000072 | 33,696.00 |
| PUBLIC EMPLOYEES' RET SYSTEM | 202606030587882 | 1,912,544.14 | 27 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 7400000 | 314.39 |
| SARAH RUDCHENKO | 202606040588413 | 1,511.82 | 1 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 0000000 | 1,511.82 |
| SARAH RUDCHENKO | 202606240596253 | 755.91 | 1 | 67 | 0 | 00000 | 0 | 00000 | 60000 | 5810 | 0000000 | 755.91 |
| ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN | 000000022811112 | 3,720.37 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 3,720.37 |
| ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN | 000000022781243 | 25.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 25.00 |
| BURBANK TEACHERS ASSOCIATION | 000000022811115 | 2,012.56 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9581 | 0000000 | 2,012.56 |

| Vendor Name | Warrant Number | Warrant Amount | Accounting Line No. | Fund | Sub-Fund | Resource | Project Year | Goal/Categorical | Function/Activity | Object | School Location/Dept | Line Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BURBANK TEACHERS ASSOCIATION | 000000022781247 | 86,375.42 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9581 | 0000000 | 86,375.42 |
| CALIFORNIA SCHOOL EMPLOYEES | 000000022811116 | 21,273.24 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 21,273.24 |
| CALIFORNIA SCHOOL EMPLOYEES | 000000022781249 | 62.82 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 62.82 |
| CALPERS 457 PLAN | 000000022789291 | 6,725.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 5,025.00 |
| CALPERS 457 PLAN | 000000022805769 | 7,800.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 7,800.00 |
| CALPERS 457 PLAN | 000000022789291 | 6,725.00 | 2 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 1,700.00 |
| MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS | 202606180594039 | 12,128.75 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 12,128.75 |
| MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS | 202606030587883 | 90.03 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 90.03 |
| NEW YORK LIFE INSURANCE CO | 000000022819248 | 40.50 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9579 | 0000000 | 40.50 |
| SCHOOLS FIRST FCU | 000000022811140 | 1,310.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 1,310.00 |
| SCHOOLS FIRST FCU | 000000022781257 | 4,440.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 4,440.00 |
| TDS/OMNI&TSACG | 202606080589628 | 43,577.06 | 5 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 1,100.00 |
| TDS/OMNI&TSACG | 202606080589628 | 43,577.06 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9550 | 0000000 | 18,485.47 |
| TDS/OMNI&TSACG | 202606150592417 | 166,069.05 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 166,069.05 |
| TDS/OMNI&TSACG | 202606160592982 | 895.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9550 | 0000000 | 895.00 |
| TDS/OMNI&TSACG | 202606160592981 | 19,535.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 19,535.00 |
| TDS/OMNI&TSACG | 202606080589628 | 43,577.06 | 3 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9550 | 0000000 | 600.00 |
| TDS/OMNI&TSACG | 202606080589628 | 43,577.06 | 2 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 20,115.00 |
| TDS/OMNI&TSACG | 202606080589628 | 43,577.06 | 4 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9518 | 0000000 | 3,276.59 |
| TEXAS LIFE INSURANCE CO | 000000022811143 | 4,136.86 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9562 | 0000000 | 4,136.86 |
| THE STANDARD INSURANCE COMPANY | 000000022811144 | 213.82 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9567 | 0000000 | 213.82 |
| THE STANDARD INSURANCE COMPANY | 000000022781260 | 9,414.99 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9567 | 0000000 | 9,414.99 |
| UME FEDERAL CREDIT UNION | 000000022811148 | 2,375.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 2,375.00 |
| UME FEDERAL CREDIT UNION | 000000022781262 | 18,404.00 | 1 | 76 | 0 | 00000 | 0 | 00000 | 00000 | 9517 | 0000000 | 18,404.00 |

| | |
|---|---|
| **Total Warrants:** | **559** |
| **Grand Total:** | **$15,278,028.67** |

**Burbank Unified School District**
**Fiscal Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Maricela Salinas, Director, Fiscal Services |
| PREPARED BY: | Rosetta Wallace, Account Analyst |
| SUBMITTED BY: | Cheretta Wade, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Miscellaneous Receipts Report – June 2026 |

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**Background:**
This item provides the Board of Education with a monthly informational report summarizing miscellaneous receipts received by the District for the period of June 1, 2026 through June 30, 2026.

This report will be presented monthly to enhance fiscal transparency and provide regular updates regarding non-Formula revenue activity.

**Discussion/Issues:**
As a matter of best practice in fiscal oversight and governance, Business Services is implementing a monthly Miscellaneous Receipts Report to provide the Board and the community with greater visibility into revenue received outside of the District's primary state apportionment funding. While the District regularly reports on budget status through interim reports and financial statements, these reports often aggregate revenues into broader categories. The Miscellaneous Receipts Report is designed to supplement those required financial reports by identifying and summarizing discrete revenue transactions as they occur.

This report captures revenues such as developer fees, donations and gifts, grants, reimbursements, refunds, billable services, rental income, and other miscellaneous receipts that are deposited into various district funds. By providing this level of detail on a monthly basis, the District reinforces its commitment to transparency, strengthens internal financial monitoring, and ensures that the Board is informed of material revenue activity in a timely manner. This practice supports proactive fiscal management, improves communication with stakeholders, and aligns with the District's broader efforts to enhance financial accountability. The detailed transaction listing for the reporting period is attached for review.

**SUMMARY OF RECEIPTS**

**June 2026**

| **Category** | **Amount** |
|---|---|
| Reimbursements | $31,070.00 |
| Use of Facilities | $49,748.50 |

| | |
|---|---|
| Billables | $149,825.30 |
| Developer Fees | $90,730.16 |
| Refunds | $446,295.59 |
| Misc Receipts | $4,082.10 |
| Donations / Gifts / Grants | $2,135,219.43 |
| Year End Clearing FRC Accounts | $344,774.26 |
| Parking Rent | $7,800.00 |
| Cash Deposits | $5,294.74 |
| **Total May Activity** | **$3,264,840.08** |

**MONTH TOTAL**
Total Miscellaneous Receipts: **$3,264,840.08**

**Fiscal Impact:** (if any)
$3,264,840.08

Receipts are deposited into the appropriate funds in accordance with legal and programmatic requirements. Developer fees are recorded in Fund 25, donations and grants are deposited consistent with donor intent, reimbursements offset corresponding expenditures, and restricted revenues are applied to their designated programs.

**Recommendation:**
This item is presented for information only. No Board action is required.

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 132.34 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 134.12 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 132.34 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 45.27 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 134.12 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 128.04 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 416.58 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 213.64 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 134.12 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 47.05 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 57.87 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 202.82 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 117.22 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 119.02 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 202.82 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 351.66 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 794.04 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 57.87 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 57.87 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 794.04 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 63.31 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 175.83 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 31.64 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 724.70 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/10/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 416.58 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 213.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 289.88 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 347.15 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 364.56 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 23.42 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 10.82 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 132.34 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 31.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 138.86 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 351.66 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 138.86 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 289.88 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 23.42 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 213.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 20.82 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 869.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 134.12 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 132.34 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 434.82 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 213.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 31.64 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.79 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 58.61 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/18/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 347.15 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 351.66 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 277.72 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 434.83 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 128.04 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 47.05 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 57.87 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 46.84 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 434.82 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 402.36 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 434.82 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 289.88 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 158.20 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 416.58 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 82.03 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 134.12 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 208.29 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 434.82 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 57.87 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 804.72 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 63.31 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 144.94 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 121.52 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 347.15 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 31.64 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 132.34 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 69.43 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 45.27 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 82.03 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 117.22 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 58.61 | 6/25/2026 | RETIREE BENEFITS | 01.0-90909.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 86.34 | 6/10/2026 | April & May 26 Medical | 01.0-00000.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 30.66 | 6/10/2026 | April & May 26 Omaha Life | 01.0-00000.0-00000-00000-9530-00000000000 |
| DISTRICT OFFICE | 53.64 | 6/18/2026 | Kellie Devries AF Leave Covera | 76.0-00000.0-00000-00000-9562-0000000A300 |
| DISTRICT OFFICE | 689.12 | 6/18/2026 | Kellie Devries Medical Leave C | 76.0-00000.0-00000-00000-9518-00000000000 |
| DISTRICT OFFICE | 1.50 | 6/18/2026 | Kellie Devries MOO Leave Cove | 01.0-00000.0-00000-00000-9530-00000000000 |
| Reimbursements | 31,070.00 | | | |
| FACILITIES SERVICES | 70.00 | 6/18/2026 | Use of Facilities Inv 23-0614 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 87.50 | 6/10/2026 | Use of Facilities Inv 24-0941 | 01.0-90708.0-00000-00000-8650-75200000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| FACILITIES SERVICES | 420.00 | 6/10/2026 | Use of Facilities Inv 25-0079 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,875.00 | 6/10/2026 | Use of Facilities Inv 25-0095 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,440.00 | 6/18/2026 | Use of Facilities Inv 25-0104 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 315.00 | 6/18/2026 | Use of Facilities Inv 25-0188 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 336.00 | 6/10/2026 | Use of Facilities Inv 25-0243 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 280.00 | 6/10/2026 | Use of Facilities Inv 25-0300 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/10/2026 | Use of Facilities Inv 25-0400 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/18/2026 | Use of Facilities Inv 25-0419 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/10/2026 | Use of Facilities Inv 25-0432 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 612.50 | 6/10/2026 | Use of Facilities Inv 25-0490 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 210.00 | 6/10/2026 | Use of Facilities Inv 25-0506 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/10/2026 | Use of Facilities Inv 25-0530 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 315.00 | 6/10/2026 | Use of Facilities Inv 25-0545,0 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 740.00 | 6/10/2026 | Use of Facilities Inv 25-0577 & | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 595.00 | 6/10/2026 | Use of Facilities Inv 25-0597 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 245.00 | 6/10/2026 | Use of Facilities Inv 25-0677 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,400.00 | 6/10/2026 | Use of Facilities Inv 25-0693, 0 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 175.00 | 6/18/2026 | Use of Facilities Inv 25-0741 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 280.00 | 6/10/2026 | Use of Facilities Inv 25-0742 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 210.00 | 6/10/2026 | Use of Facilities Inv 25-0744 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 4,817.00 | 6/18/2026 | Use of Facilities Inv 25-0750 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 630.00 | 6/10/2026 | Use of Facilities Inv 25-0756 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,330.00 | 6/18/2026 | Use of Facilities Inv 25-0777 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 385.00 | 6/10/2026 | Use of Facilities Inv 25-0778 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,662.50 | 6/10/2026 | Use of Facilities Inv 25-0783 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 4,520.00 | 6/18/2026 | Use of Facilities Inv 25-0786 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 725.50 | 6/10/2026 | Use of Facilities Inv 25-0788 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 654.50 | 6/10/2026 | Use of Facilities Inv 25-0802 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 612.50 | 6/10/2026 | Use of Facilities Inv 25-0837 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 8,782.50 | 6/10/2026 | Use of Facilities Inv 25-0847 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 315.00 | 6/10/2026 | Use of Facilities Inv 25-0851 & | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 6,802.00 | 6/10/2026 | Use of Facilities Inv 25-0854, 2 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 232.00 | 6/18/2026 | Use of Facilities Inv 25-0859 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 700.00 | 6/10/2026 | Use of Facilities Inv 25-0860,0 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 122.50 | 6/10/2026 | Use of Facilities Inv 25-0874 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 242.00 | 6/18/2026 | Use of Facilities Inv 25-0883 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 242.00 | 6/10/2026 | Use of Facilities Inv 25-0884 | 01.0-90708.0-00000-00000-8650-75200000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| FACILITIES SERVICES | 655.00 | 6/10/2026 | Use of Facilities Inv 25-0887 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 1,283.00 | 6/10/2026 | Use of Facilities Inv 25-0888 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 411.00 | 6/10/2026 | Use of Facilities Inv 25-0895 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 140.00 | 6/10/2026 | Use of Facilities Inv 25-0919 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 350.00 | 6/10/2026 | Use of Facilities Inv 25-0920 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 245.00 | 6/18/2026 | Use of Facilities Inv 25-0923 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 262.50 | 6/10/2026 | Use of Facilities Inv 25-0931 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 865.00 | 6/10/2026 | Use of Facilities Inv 25-0946 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/18/2026 | Use of Facilities Inv 25-0947 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 525.00 | 6/10/2026 | Use of Facilities Inv 25-0959 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 564.00 | 6/10/2026 | Use of Facilities Inv 25-0963 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 877.00 | 6/10/2026 | Use of Facilities Inv 25-0970 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 70.00 | 6/18/2026 | Use of Facilities Inv 25-0980 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 175.00 | 6/18/2026 | Use of Facilities Inv 25-0981 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 175.00 | 6/18/2026 | Use of Facilities Inv 25-0981 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/18/2026 | Use of Facilities Inv 25-0989 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 35.00 | 6/18/2026 | Use of Facilities Inv 25-0990 | 01.0-90708.0-00000-00000-8650-75200000000 |
| FACILITIES SERVICES | 105.00 | 6/18/2026 | Use of Facilities Inv 25-1006 | 01.0-90708.0-00000-00000-8650-75200000000 |
| Use of Facilitiies | 49,748.50 | | | |
| DISNEY | 88.14 | 6/10/2026 | APR2026PRINTSHOP-005 | 01.0-90904.0-00000-00000-8699-20100000000 |
| EDISON | 14.30 | 6/10/2026 | Apr2026PrintShop-006 | 01.0-90904.0-00000-00000-8699-20200000000 |
| EMERSON | 21.00 | 6/10/2026 | Apr2026PrintShop-007 | 01.0-90904.0-00000-00000-8699-20300000000 |
| BURROUGHS | 78.00 | 6/10/2026 | APR2026PRINTSHOP-008 | 01.0-90904.0-00000-00000-8699-43200000000 |
| MILLER | 29.38 | 6/18/2026 | APR2026PRINTSHOP-009 | 01.0-90904.0-00000-00000-8699-21000000000 |
| JEFFERSON | 104.00 | 6/10/2026 | APR2026PRINTSHOP-010 | 01.0-90904.0-00000-00000-8699-20600000000 |
| LUTHER | 8.89 | 6/10/2026 | Apr2026PrintShop-011 | 01.0-90904.0-00000-00000-8699-32000000000 |
| MILLER | 211.79 | 6/18/2026 | APR2026PRINTSHOP-013 &01 | 01.0-90904.0-00000-00000-8699-21000000000 |
| MUIR | 20.80 | 6/10/2026 | Apr2026PrintShop-015 | 01.0-90904.0-00000-00000-8699-32200000000 |
| ROOSEVELT | 216.83 | 6/10/2026 | APR2026PRINTSHOP-017 | 01.0-90904.0-00000-00000-8699-21400000000 |
| BURBANK HIGH | 3,121.68 | 6/10/2026 | Billable Inv #BH2526120,119,1 | 01.0-90904.0-00000-00000-8699-43100000000 |
| BURBANK HIGH | 1,902.45 | 6/10/2026 | Billable Inv #BH2526124 | 01.0-90904.0-00000-00000-8699-43100000000 |
| HUERTA | 71.35 | 6/25/2026 | Billable Inv DH25260011 | 01.0-90904.0-00000-00000-8699-32100000000 |
| MUIR | 500.00 | 6/10/2026 | BILLABLE INV JMPO2526010 | 01.0-90904.0-11100-00000-8699-32200000000 |
| MUIR | 2,000.00 | 6/10/2026 | BILLABLE INV JMPO2526016 | 01.0-90904.0-11100-00000-8699-32200000000 |
| MUIR | 470.32 | 6/10/2026 | BILLABLE INV MU2526006 | 01.0-90904.0-00000-00000-8699-32200000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| BURBANK HIGH | 6,677.50 | 6/25/2026 | Billables BH2526058, 089 &07 | 01.0-90904.0-00000-00000-8699-43100000000 |
| BURBANK HIGH | 569.66 | 6/25/2026 | Billables BH2526076,062 & 07 | 01.0-90904.0-00000-00000-8699-43100000000 |
| BURBANK HIGH | 2,771.85 | 6/25/2026 | Billables BH2526091 & BH252 | 01.0-90904.0-00000-00000-8699-43100000000 |
| BURBANK HIGH | 1,664.16 | 6/25/2026 | Billables BH2526103 & BH252 | 01.0-90904.0-00000-00000-8699-43100000000 |
| BURBANK HIGH | 3,126.17 | 6/25/2026 | Billables BH2526111 | 01.0-90904.0-00000-00000-8699-43100000000 |
| MANN | 32,230.00 | 6/29/2026 | Billables Horace Mann Ymca 0 | 01.0-90903.0-00000-00000-8699-50800000000 |
| MANN | 47,960.00 | 6/29/2026 | Billables Horace Mann Ymca 1 | 01.0-90903.0-00000-00000-8699-50800000000 |
| BURROUGHS | 1,800.91 | 6/29/2026 | BILLABLES INV JB25260283 | 01.0-90904.0-00000-00000-8699-43200000000 |
| BURROUGHS | 1,249.30 | 6/29/2026 | BILLABLES INV JB25260298, 2 | 01.0-90904.0-00000-00000-8699-43200000000 |
| HUERTA | 493.09 | 6/10/2026 | BILLABLES INV-DH25260024 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 1,400.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 981.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 1,400.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 700.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 2,800.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| HUERTA | 2,385.00 | 6/10/2026 | BILLABLES INV-DHPO252600 | 01.0-90904.0-00000-00000-8699-32100000000 |
| BURROUGHS | 2,602.06 | 6/10/2026 | BILLABLES InvJB25260301,28 | 01.0-90904.0-00000-00000-8699-43200000000 |
| BURROUGHS | 1,097.53 | 6/10/2026 | BILLABLES INV-JB25260302 | 01.0-90904.0-00000-00000-8699-43200000000 |
| BURROUGHS | 1,962.94 | 6/10/2026 | BILLABLES INV-JB25260303 | 01.0-90904.0-00000-00000-8699-43200000000 |
| BURROUGHS | 601.88 | 6/10/2026 | BILLABLES INV-JBPO2526006 | 01.0-90904.0-00000-00000-8699-43200000000 |
| BURROUGHS | 1,042.09 | 6/10/2026 | BILLABLES INV-JBPO252602 | 01.0-90904.0-00000-00000-8699-43200000000 |
| LUTHER | 6,195.00 | 6/10/2026 | BILLABLES INV-LBPO2526007 | 01.0-90904.0-00000-00000-8699-32000000000 |
| MUIR | 11,000.00 | 6/10/2026 | BILLABLES JMPO2526009 & 01 | 01.0-90904.0-11100-00000-8699-32200000000 |
| MUIR | 1,800.00 | 6/10/2026 | BILLABLES JMPO2526013 | 01.0-90904.0-00000-00000-8699-32200000000 |
| DISTRICT OFFICE | 360.00 | 6/10/2026 | University of Phoenix- For CT H | 01.0-90904.0-00000-00000-8699-75500000000 |
| HARTE | 14.34 | 6/10/2026 | Jan2026 print-014 & Feb2026 I | 01.0-90904.0-00000-00000-8699-20500000000 |
| BURROUGHS | 5,710.74 | 6/10/2026 | JB25260271,265,257,261,247 | 01.0-90904.0-00000-00000-8699-43200000000 |
| HARTE | 206.12 | 6/10/2026 | MAR PRINT SHOP-005,004 & A | 01.0-90904.0-00000-00000-8699-20500000000 |
| JEFFERSON | 165.03 | 6/10/2026 | MAR2026PRINTSHOP-016 | 01.0-90904.0-00000-00000-8699-20600000000 |
| Billables | 149,825.30 | | | |
| FACILITIES SERVICES | 5,904.14 | 6/10/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 4,528.92 | 6/10/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 10,681.22 | 6/10/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 4,063.62 | 6/10/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 5,593.94 | 6/10/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| FACILITIES SERVICES | 10,340.00 | 6/18/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 730.80 | 6/18/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 3,908.52 | 6/18/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 4,373.82 | 6/18/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 5,154.49 | 6/18/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 4,559.94 | 6/25/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 3,003.77 | 6/25/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 4,136.00 | 6/29/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 5,107.96 | 6/29/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 9,249.13 | 6/30/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 6,581.41 | 6/30/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| FACILITIES SERVICES | 2,812.48 | 6/30/2026 | DEVELOPER FEES | 25.0-90328.0-00000-00000-8681-00000000000 |
| Developer Fees | 90,730.16 | | | |

| | | | | |
|---|---|---|---|---|
| DISTRICT OFFICE | 81.36 | 6/25/2026 | AF Refund Michelle H Goldber | 76.0-00000.0-00000-00000-9562-0000000A300 |
| DISTRICT OFFICE | 36.46 | 6/18/2026 | AF Refund Rebecca Robles Ma | 76.0-00000.0-00000-00000-9562-00000000000 |
| PROVIDENCIA | 24.00 | 6/25/2026 | Overpayment LA Zoo Refund | 01.0-90820.0-11100-10000-5880-21300000000 |
| DISTRICT OFFICE | 430,542.00 | 6/25/2026 | Refund 24/25 Dental Rebate | 01.0-00000.0-00000-00000-9530-00000000000 |
| ADULT ED | 209.91 | 6/25/2026 | Refund CM4689478 Chefs Toy | 11.0-63910.0-41104-10000-4310-53300000000 |
| SPECIAL EDUCATION | 12,635.00 | 6/10/2026 | Refund for overpayment PO 26 | 01.0-65000.0-57601-11804-5810-74400000000 |
| DISTRICT OFFICE | 5.36 | 6/25/2026 | Refund-Really Good Stuff | 01.0-00000.0-00000-00000-8699-00000000000 |
| DISTRICT OFFICE | 2,398.45 | 6/18/2026 | United States Treasury Refund | 01.0.00000.0-00000-00000-8699-00000000000 |
| DISTRICT OFFICE | 363.05 | 6/25/2026 | Shiffler Equipment Returned It | 01.0-81500.0-00000-81000-4310-75200000000 |
| Refunds | $ 446,295.59 | | | |

| | | | | |
|---|---|---|---|---|
| DISTRICT OFFICE | 1,134.74 | 6/18/2026 | At Risk Insurance -Salary Clain | 01.0-90335.0-00000-00000-8699-75500000000 |
| DISTRICT OFFICE | 350.45 | 6/10/2026 | At Risk Insurance -Salary Conti | 01.0-90335.0-00000-00000-8699-75500000000 |
| DISTRICT OFFICE | 130.20 | 6/25/2026 | Avnet Cash Dividend-Burbank | 01.0-00000.0-00000-00000-8699-00000000000 |
| DISTRICT OFFICE | 251.54 | 6/29/2026 | City of Laurel Class action sett | 01.0-00000.0-00000-00000-8699-00000000000 |
| Health Services | 597.49 | 6/18/2026 | Closing out Nursing Account | 01.0-00000.0-00000-00000-8699-77200000000 |
| TECHNOLOGY | 1,061.14 | 6/10/2026 | DHMS TECH FINES 11/20-5/2 | 01.0-00000.0-00000-00000-8699-77300000000 |
| FACILITIES SERVICES | 251.54 | 6/25/2026 | SETTLEMENT PAYOUT | 01.0-00100.0-00000-00000-8699-75200000000 |
| DISTRICT OFFICE | 15.00 | 6/25/2026 | Subpeona processing fee | 01.0-00000.0-00000-72000-4310-75500000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| DISTRICT OFFICE | 15.00 | 6/10/2026 | Subpoena Fee for 5/28 | 01.0-00000.0-00000-72000-4310-75500000000 |
| DISTRICT OFFICE | 275.00 | 6/10/2026 | Subpoena Fee- Van Holden | 01.0-00000.0-00000-72000-4310-75500000000 |
| Misc Receipts | 4,082.10 | | | |
| DISTRICT OFFICE | 18,464.09 | 6/18/2026 | 32978_02_26_ST_1 Departmer | 01.0-58100.0-50010-00000-8290-00000000000 |
| JEFFERSON | 50.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 75.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 75.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 75.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 75.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 125.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| JEFFERSON | 125.00 | 6/18/2026 | 5th Grade Knotts Field Trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| DISTRICT OFFICE | 11,880.60 | 6/10/2026 | 6433_COC+_Q1FY26/27_ADV | 12.0-61050.1-00000-00000-8590-0000000-0000 |
| DISTRICT OFFICE | 5,521.52 | 6/10/2026 | 6433_COC+_Q1FY26/27_ADV | 12.0-50250.1-00000-00000-8290-0000000-0000 |
| DISTRICT OFFICE | 3,801.88 | 6/10/2026 | 6433_COC+_Q1FY26/27_ADV | 12.0-51620.0-00000-00000-8290-0000000-0000 |
| DISTRICT OFFICE | 159.20 | 6/29/2026 | American Online Giving Donati | 01.0-00000.0-00000-00000-8699-00000000000 |
| STEVENSON | 13.10 | 6/18/2026 | Box tops for education | 01.0-90201.0-00000-00000-8699-21500000000 |
| PROVIDENCIA | 250.00 | 6/18/2026 | CAF America Gift | 01.0-90870.0-00000-00000-8699-21300000000 |
| DISTRICT OFFICE | 371,440.44 | 6/25/2026 | CN 2560594 SNP 04/26 Federa | 13.0-53108.0-00000-00000-8220-00000000000 |
| DISTRICT OFFICE | 627,495.76 | 6/25/2026 | CN 2560594 SNP 04/26 State | 13.0-53108.0-00000-00000-8520-00000000000 |
| DISTRICT OFFICE | 323,941.65 | 6/25/2026 | CN 2560601 SNP 05/26 FEDEF | 13.0-53108.0-00000-00000-8220-00000000000 |
| DISTRICT OFFICE | 546,161.50 | 6/25/2026 | CN 2560602 SNP 05/26 STATE | 13.0-53108.0-00000-00000-8520-00000000000 |
| CHILD DEVELOPMENT SERVICES | 2,923.00 | 6/25/2026 | CSPP QSLA Additional Incentiv | 12.0-61050.0-00000-00000-8590-00000000000 |
| DISTRICT OFFICE | 1,050.00 | 6/25/2026 | CSUN INV IN003154 & IN0031 | 01.0-90904.0-00000-00000-8699-75500000000 |
| DISTRICT OFFICE | 22,977.51 | 6/10/2026 | Department of Rehabilitation S | 01.0-58100.0-50010-00000-8290-00000000000 |
| DISTRICT OFFICE | 14,915.26 | 6/10/2026 | Department of Rehabilitation S | 01.0-58100.0-50010-00000-8290-00000000000 |
| DISTRICT OFFICE | 23,850.72 | 6/18/2026 | Department of Rehabilitation S | 01.0-58100.0-50010-00000-8290-00000000000 |
| DISTRICT OFFICE | 5,000.00 | 6/18/2026 | Disney VoluntEars Reading | 01.0-90201.0-00000-00000-8699-20100000000 |
| MCKINLEY | 100.00 | 6/18/2026 | Donation America's Charities | 01.0-90201.0-00000-00000-8699-20900000000 |
| MCKINLEY | 1,000.00 | 6/18/2026 | Donation CAF | 01.0-90201.0-00000-00000-8699-20900000000 |
| MUIR | 500.00 | 6/25/2026 | Donation for School Programs | 01.0-90201.0-00000-00000-8699-32200000000 |
| MONTEREY | 37.40 | 6/18/2026 | DONATION-Parchment LLC | 01.0-90870.0-00000-00000-8699-53000000000 |
| INSTRUCTIONS | 170.00 | 6/30/2026 | Donations for Dual Immersion | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONS | 340.00 | 6/30/2026 | Donations for Dual Immersion | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 85.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |

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|---|---|---|---|---|
| INSTRUCTIONAL | 75.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 255.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 400.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 85.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 680.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 340.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 510.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 265.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 265.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 350.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 380.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 690.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 765.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 340.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 85.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 350.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 650.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 775.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 765.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 425.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 850.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 360.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 550.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 425.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 340.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 170.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 255.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 765.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 255.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 765.00 | 6/10/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 510.00 | 6/18/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 255.00 | 6/18/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| INSTRUCTIONAL | 85.00 | 6/18/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| INSTRUCTIONAL | 170.00 | 6/18/2026 | Dual Immersion Summer Cam | 01.0-90871.0-00000-00000-8699-74200000000 |
| JEFFERSON | 144.00 | 6/18/2026 | Field Trips 2026-2027 | 01.0-90201.0-00000-00000-8699-20600000000 |
| PROVIDENCIA | 7.00 | 6/18/2026 | Fieldtrip Chaperones | 01.0-90820.0-00000-00000-8699-21300000000 |
| WASHINGTON | 5.00 | 6/18/2026 | Fundraising | 01.0-90201.0-00000-00000-8699-21600000000 |
| DISNEY | 500.00 | 6/10/2026 | GIFTS | 01.0-90201.0-00000-00000-8699-20100000000 |
| DISNEY | 162.50 | 6/10/2026 | GIFTS | 01.0-90201.0-00000-00000-8699-20100000000 |
| DISNEY | 768.78 | 6/10/2026 | GIFTS | 01.0-90201.0-00000-00000-8699-20100000000 |
| ROOSEVELT | 15,000.00 | 6/18/2026 | Lighting upgrade to Auditorium | 01.0-90820.0-00000-00000-8699-21400000000 |
| DISTRICT OFFICE | 7,963.96 | 6/10/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-74400000000 |
| DISTRICT OFFICE | 3,922.55 | 6/10/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-77200000000 |
| DISTRICT OFFICE | 14,557.19 | 6/10/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-74400000000 |
| DISTRICT OFFICE | 7,169.96 | 6/10/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-77200000000 |
| DISTRICT OFFICE | 2,661.76 | 6/18/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-74400000000 |
| DISTRICT OFFICE | 1,311.02 | 6/18/2026 | MEDI-CAL | 01.0-95640.0-00000-00000-8290-77200000000 |
| PROVIDENCIA | 230.00 | 6/18/2026 | OSS 5th Grade | 01.0-90880.0-00000-00000-8699-21300000000 |
| ROOSEVELT | 4,789.50 | 6/18/2026 | Outdoor School Science | 01.0-90880.0-00000-00000-8699-21400000000 |
| WASHINGTON | 350.00 | 6/18/2026 | Outdoor School Science | 01.0-90880.0-00000-00000-8699-21600000000 |
| MCKINLEY | 100.00 | 6/18/2026 | Parent Donation | 01.0-90870.0-00000-00000-8699-20900000000 |
| DISNEY | 150.57 | 6/18/2026 | PTA REIMBURSEMENT TO GF F | 01.0-00000.0-00000-00000-8699-20100000000 |
| MILLER | 495.00 | 6/10/2026 | PTA-Library materials and supp | 01.0-90820.0-00000-00000-8699-21000000000 |
| DISTRICT OFFICE | 25,555.57 | 6/10/2026 | Rehabilitation 32978_01_26_S | 01.0-58100.0-50010-00000-8290-00000000000 |
| ROOSEVELT | 125.00 | 6/18/2026 | Rough Riders enrichment | 01.0-90840.0-00000-00000-8699-21400000000 |
| ROOSEVELT | 75.00 | 6/18/2026 | Rough Riders enrichment | 01.0-90840.0-00000-00000-8699-21400000000 |
| MUIR | 3,500.00 | 6/25/2026 | School programs and staff app | 01.0-90201.0-00000-00000-8699-32200000000 |
| DISTRICT OFFICE | 44,767.02 | 6/18/2026 | SMAA Reimb & Admin Fee Fy2 | 01.0-90350.0-00000-00000-8699-00000000000 |
| DISTRICT OFFICE | 49.43 | 6/25/2026 | Smart Charging Technologies | 01.0-00000.0-00000-00000-8699-00000000000 |
| EMERSON | 100.00 | 6/10/2026 | To pay campus supervisor for b | 01.0-90840.0-00000-00000-8699-20300000000 |
| Donations/Gifts/Grants | 2,135,219.43 | | | |
| FOOD SERVICES | 500.00 | 6/25/2026 | Vendor Payment Acct Clearing | 13.0-00000.0-00000-00000-8699-74900000000 |
| DISNEY | 2,757.97 | 6/25/2026 | Disney FRC Year end clearing/c | 01.0-90870.0-00000-00000-8699-20100000000 |
| EMERSON | 76,758.70 | 6/25/2026 | Emerson FRC Year end clearin | 01.0-90870.0-00000-00000-8699-20300000000 |
| HARTE | 70,621.60 | 6/25/2026 | Hart FRC Year end clearing/clo | 01.0-90870.0-00000-00000-8699-20500000000 |
| JEFFERSON | 70,082.39 | 6/25/2026 | Jefferson FRC Year end clearin | 01.0-90870.0-00000-00000-8699-20600000000 |
| MCKINLEY | 10,825.28 | 6/25/2026 | Mckinley FRC Year end clearin | 01.0-90870.0-00000-00000-8699-20900000000 |

| LOCATION | AMOUNT | DATE REC | DESCRIPTION | REV STRING |
|---|---|---|---|---|
| MILLER | 47,928.55 | 6/25/2026 | Miller FRC Year end clearing/cl | 01.0-90870.0-00000-00000-8699-21000000000 |
| STEVENSON | 47,448.57 | 6/25/2026 | Stevenson FRC Year end cleari | 01.0-90870.0-00000-00000-8699-21500000000 |
| WASHINGTON | 17,851.20 | 6/25/2026 | Washington FRC Year end clea | 01.0-90870.0-00000-00000-8699-21600000000 |
| Year End Clearing FRC Accounts | 344,774.26 | | | |
| DISTRICT OFFICE | 7,800.00 | 6/10/2026 | June 2026 Parking Rent | 01.0-90708.0-00000-00000-8650-78000000000 |
| Parking Rent | 7,800.00 | | | |
| Jefferson | 1,515.00 | 4/13/2026 | 5th Grade Knotts field trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| Jefferson | 50.00 | 5/20/2026 | 5th Grade Knotts field trip | 01.0-90201.0-00000-00000-8699-20600000000 |
| Jefferson | 514.25 | 5/20/2026 | Library Book Fee | 01.0-90201.0-00000-00000-8699-20600000000 |
| Monterey | 255.00 | 5/29/2026 | Money is from Yearbook sales | 01.0-90201.0-00000-00000-8699-53000000000 |
| Misc (D.O.) | 17.00 | 5/29/2026 | Misc. Postage | 01.0-00000.0-00000-00000-8699-74000000000 |
| Providencia | 228.00 | 6/3/2026 | Fieldtrip chaperones 1st, 2nd a | 01.0-90820.0-00000-00000-8699-21300000000 |
| Providencia | 30.00 | 6/3/2026 | Fieldtrip 3rd grade | 01.0-90820.0-00000-00000-8699-21300000000 |
| Providencia | 50.00 | 6/3/2026 | Fieldtrip chaperones 5th grade | 01.0-90870.0-00000-00000-8699-21300000000 |
| Providencia | 235.00 | 6/3/2026 | Lost Library Books | 01.0-00000.0-00000-00000-8699-21300000000 |
| Washington | 1,292.38 | 6/10/2026 | Fundraising | 01.0-90201.0-00000-00000-8699-21600000000 |
| Washington | 783.11 | 6/10/2026 | Outdoor Science School | 01.0-90880.0-00000-00000-8699-21600000000 |
| Special Ed | 325.00 | 6/11/2026 | FACTS - Diamond Art Sale Rec | 01.0-90581.0-00000-00000-8699-53300000000 |
| Cash Deposits | 5,294.74 | | | |
| **Total Misc Receipts** | **3,264,840.08** | | | |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 Assignment | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Lor, My Le | TOSA-Curr. Spec. | 01.0-01500.0-11114-21300-1910-2030000 | 100 | T-004-13 | | 08/10/2026 |
| Macias, Oscar | Asst. Supt. Instr.Ser. | 01.0-00000.0-00000-72000-1314-7420000 | 100 | D-004-01+DR+MA | | 07/01/2026 |
| Robertson, Lisa | Teacher | 01.0-00000.0-11100-10000-1110-4320000 | 100 | T-005-01 | | 08/10/2026 |

| Election:Management | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Hasty, Jason | Asst. Supt. Business | 01.0-00000.0-00000-72000-1314-7470000 | 100 | D-003-01+MA | | 07/01/2026 |
| La Belle, Matthew | Asst. Supt. HR | 01.0-00000.0-00000-72000-1314-7550000 | 100 | D-002-01+MA | | 07/01/2026 |
| Theisen, Samantha | Director Arts & CTE | 01.0-00000.0-00000-21000-1310-7420000 | 53.268 | K-001-06+MA | | 07/01/2026 |

| Election: Prob 1 | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Bledsoe, Douglas | Teacher SE | 01.0-65000.0-57602-11200-1110-4310000 | 100 | T-005-05 | | 08/10/2026 |
| Carrillo, Angel | Teacher SE | 01.0-65000.0-57601-11100-1110-2020000 | 100 | T-005-13 +MA+SpEd | | 08/10/2026 |
| Charre, Jacqueline | Teacher | 01.0-00000.0-11100-10000-1110-4320000 | 100 | T-003-01 | | 08/10/2026 |
| Colenzo, Karly | Teacher | 01.0-00000.0-11100-10000-1110-3320000 | 100 | T-003-01 | | 08/10/2026 |
| Cortez-Buck, Christina | Teacher | 01.0-00000.0-11100-10000-1110-3220000 | 100 | T-005-10 | | 08/10/2026 |
| Lin, Angela | Teacher | 01.0-00000.0-11100-10000-1110-4320000 | 100 | T-003-01 +MA | | 08/10/2026 |
| Nevens, Victoria | Teacher | 01.0-00000.0-11100-10000-1110-4320000 | 100 | T-006-06 | | 08/10/2026 |
| Noh, Whitney | Teacher | 01.0-00000.0-11100-10000-1110-3220000 | 100 | T-002-01 | | 08/10/2026 |
| Sheppard Provens, Felicia | Teacher SE | 01.0-65000.0-57602-11200-1110-4310000 | 100 | T-006-04 | | 08/10/2026 |
| Rumi, Ivana | Teacher SE | 01.0-65000.0-57602-11200-1110-4310000 | 100 | T-006-03 | | 08/10/2026 |
| Slover, Amanda | Teacher | 01.0-00000.0-11100-10000-1110-3210000 | 100 | T-003-01 | | 08/10/2026 |

| Election: Prob 2 | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Diaz, Cynthia | Teacher | 01.0-00000.0-11100-10000-1110-3210000 | 100 | T-004-04 | | 08/10/2026 |

| Election: Prob 0 | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Coria, Ariel | Psychologist Intern | 01.0-65000.0-50010-31200-1231-7440000 | 100 | X-001-03 | | 08/10/2026 – 06/30/2027 |

| Election: Substitute | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Carter, Joel Devyn | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 08/13/2026 |
| Franco, Mary | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 08/13/2026 |
| Gevorgyan, Hranush | Adult Sub | 11.0-63910.0-41106-10000-1160-5330000 | 100 | S-001-08 | | 08/17/2026 |
| Lalicata, Traci | Adult Sub | 11.0-63910.0-41106-10000-1160-5330000 | 100 | S-001-08 | | 08/17/2026 |
| Larco, Jacqueline | Adult Sub | 11.0-63910.0-41106-10000-1160-5330000 | 100 | S-001-08 | | 08/17/2026 |
| Lieb, Samantha | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 08/10/2026 |
| Medrano, Lisbeth | Adult Sub | 11.0-63910.0-41106-10000-1160-5330000 | 100 | S-001-08 | | 08/17/2026 |
| Tostado, Andrea | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 08/10/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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.

| Election: Summer Substitute | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Acevedo, Steven | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Atherton, Debra | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Badders, Randall | Sped Sub | 01.0-65000.0-57602-11100-1160-7440000 | 100 | S-001-02 | | 07/06/2026 - 07/16/2026 |
| Bruewer, Autumn | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Carter, Joel Devyn | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Caruso, Christine | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Chavez Nunez, Samantha | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 -07/16/2026 |
| Ganzel, Stephanie | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Hawthorne, Rickie | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Hougan, William | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Jackson, Cheryl | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/082026 - 07/16/2026 |
| Jones, Cheukwa | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Krikorian, Christine | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Lindner, Jennifer | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| London, Jonathan | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/15/2026 - 07/09/2026 |
| Miller, Kimbra | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/15/2026 - 07/16/2026 |
| Nolen, Nikki | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Olkowski, Joshua | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Payne, Marbell | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Real, Edwin | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/13/2026 |
| Rodriguez, Anthony | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |
| Smith, Johanna | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 06/08/2026 - 07/16/2026 |

| Election: CC Substitute | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Acevedo, Steven | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Bruewer, Autumn | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Chavez Nunez, Samantha | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Daniels, Wendi | CC Sub | 12.0-90602.0-11100-10000-1160-7540000 | 100 | S-001-06 | | 07/10/2026 |
| Filichia, Barbara | CC Sub | 12.0-90602.0-11100-10000-1160-7540000 | 100 | S-001-06 | | 07/08/2026 - 08/07/2026 |
| Gonzalez, Denise | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 07/06/2026 |
| Hougan, William | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Jackson, Cheryl | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Jones, Cheukwa | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| London, Jonathan | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/15/2026 - 07/09/2026 |
| Olkowski, Joshua | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Pacifici, Samuel | CC Sub | 12.0-90602.0-11100-10000-1160-7540000 | 100 | S-001-06 | | 07/06/2026 |
| Rodriguez, Anthony | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |
| Smith, Johanna | CC Sub | 01.0-26000.0-11100-10000-1160-5480000 | 100 | 1-005-01 | | 06/08/2026 - 07/09/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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.

| Election: Temp | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Abernathy, Kristen | Teacher | 01.0-00000.0-11100-10000-1110-2030000 | 100 | 2-002-03 | | 08/10/2026 – 05/28/2027 |
| Benedicto, Samantha | Teacher | 01.0-00000.0-11100-10000-1110-2030000 | 100 | 2-003-05+MA | | 08/10/2026 – 05/28/2027 |
| Bowne, Shelby | Teacher | 01.0-00000.0-11100-10000-1110-2130000 | 100 | 2-003-05+MA | | 08/10/2026 – 05/28/2027 |
| Burcham, Rebekah | Teacher | 01.0-00000.0-11100-10000-1110-2020000 | 100 | V-001-01 | .60 FTE Job Share w/Schwartz | 08/10/2026 – 05/28/2027 |
| Eamnarangkool, Alyssa | Teacher | 01.0-00000.0-11100-10000-1110-2050000 | 100 | T-005-12+MA | | 08/10/2026 – 05/28/2027 |
| Garis, Amy | Teacher | 01.0-00000.0-11100-10000-1110-2020000 | 100 | T-004-15 | .50 FTE Job Share w/Solorzano | 08/10/2026 – 05/28/2027 |
| Henry, Bridgett | Teacher | 01.0-00000.0-11100-10000-1110-2140000 | 100 | T-006-16+MA | | 08/10/2026 – 05/28/2027 |
| Herkert, Haley | Teacher | 01.0-00000.0-11100-10000-1110-2030000 | 100 | T-006-07+MA | | 08/10/2026 – 05/28/2027 |
| Kwan, Jace | Teacher | 01.0-00000.0-11100-10000-1110-2090000 | 100 | 2-003-02 | | 08/10/2026 – 05/28/2027 |
| Kyriacou, Christina | Teacher | 01.0-00000.0-11100-10000-1110-2050000 | 100 | T-004-17+MA | | 08/10/2026 – 05/28/2027 |
| Maddigan, Deborah | Counselor | 01.0-30100.2-00000-31100-1211-3220000 | 100 | H-006-12 | .50 FTE | 08/01/2026 – 06/30/2027 |
| Merlo, Oscar | Teacher | 01.0-00000.0-11100-21300-1110-7420000 | 100 | T-006-02+MA | | 08/10/2026 – 05/28/2027 |
| Portillo, Alina | Teacher | 01.0-00000.0-11100-10000-1110-2060000 | 100 | 2-003-02 | | 08/10/2026 – 05/28/2027 |
| Ribaya, Mary | Teacher | 01.0-00000.0-11100-10000-1110-2100000 | 100 | T-006-05+MA | | 08/10/2026 – 05/28/2027 |
| Schofield, Alba Johanna | Teacher | 01.0-00000.0-11100-10000-1110-2050000 | 100 | T-005-01 | | 08/10/2026 – 05/28/2027 |
| Stoffers, Martha | Teacher | 01.0-00000.0-11100-10000-1110-2130000 | 100 | T-005-08 | | 08/10/2026 – 05/28/2027 |
| Wetzel, Madison | Teacher | 01.0-00000.0-11100-10000-1110-2050000 | 100 | 2-003-01+MA | | 08/10/2026 – 05/28/2027 |
| Whitenack, Daisy | Teacher | 01.0-00000.0-11100-10000-1110-2140000 | 100 | T-004-05+MA | | 08/10/2026 – 05/28/2027 |
| Yu, Peggy | Teacher | 01.0-00000.0-11100-10000-1110-2160000 | 100 | T-004-18 | | 08/10/2026 – 05/28/2027 |

| Leave of Absence | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Casper, Jennifer | Teacher | 01.0-00000.0-11100-10000-1110-3220000 | 100 | T-006-24 | | 05/27/2026 – 05/29-2026 |
| Solorzano, Diana | Teacher | 01.0-00000.0-11100-10000-1110-2020000 | 100 | T-006-15 | .50 FTE Job Share w/Garis | 08/10/2026 – 05/28/2027 |

| Longevity | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Almer, Jennifer | Principal | 01.0-00000.0-00000-27000-1312-2030000 | 100 | 6-001-01 | 9 YR MGMNT | 08/01/2026 |
| Cody, Nicole | Principal | 01.0-00000.0-00000-27000-1312-2020000 | 100 | 6-001-01 | 9 YR MGMNT | 08/01/2026 |
| Miller, Gregory | Principal MS | 01.0-00000.0-00000-27000-1312-3220000 | 100 | G-001-02 | 14 YR MGMNT | 08/01/2026 |
| Norrington, Vanessa | Program Specialist II | 01.0-65000.0-50010-21000-1914-7440000 | 100 | G-001-01 | 9 YR MGMNT | 08/01/2026 |
| Vargas, Wendy | Asst Principal MS | 01.0-00000.0-00000-27000-1313-3220000 | 100 | G-001-03 | 19 YR MGMNT | 08/01/2026 |

| Resignation | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Calderon, Sally | Teacher SE | 01.0-65000.0-57300-11100-1110-5080000 | 100 | T-006-09-MA | | 07/31/2026 |
| Hillegaart, Sandy | ROP Teacher | 01.0-00000.0-38000-10000-1130-3220000 | 100 | R-001-04 | | 06/08/2026 |
| Rosales-Kim, Leslie | SLP | 01.0-65000.0-57602-11901-1110-7440000 | 100 | V-006-01 | | 07/09/2026 |
| Tostado, Andrea | SLP | 01.0-65000.0-57602-11901-1110-7440000 | 100 | V-004-01 | | 07/31/2026 |
| Tubbs, Margarita | Teacher TOSA | 01.0-01500.0-11114-21300-1910-2030000 | 100 | T-006-16+MA | | 06/30/2026 |
| Seese, Laura | Asst Principal | 01.0-00000.0-00000-27000-1313-3200000 | 50 | K-012-01 | | 06/30/2026 |
| | | 01.0-00000.0-00000-27000-1313-3210000 | 50 | | | |
| Sherwood, Brian | Sub/Sped Sub | 01.0-00000.0-11100-10000-1160-7550000 | 100 | S-001-01/S-001-02 | | 05/29/2026 |

| Return from Leave | Assignment | APPROPRIATION NUMBER | PCT | RATE OF PAY | REMARKS | EFFECTIVE DATE/END DATE |
|---|---|---|---|---|---|---|
| Payne, Marbell | Teacher | 01.0-0000.0-11100-10000-1110-2020000 | 100 | T-005-16 | | 08/10/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 |
|---|---|---|---|---|---|---|
| Adamson, Kevin | BHS | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 - 06/30/2026 |
| Aleman, Richere | Health Services | Add'l Duties | Hourly | $91.18 | 16 | 07/31/2026 – 08/06/2026 |
| Almanzar-Leal, Carolina | JBHS | Dept Chair World Language | Stipend | $867.50 | 2 | 08/01/2026 – 05/31/2027 |
| Arevalo, Marianna | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Ballesteros, Nida | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Barbier, Jenelle | McKinley | Other Hourly | Hourly | $39.67 | 24 | 06/01/2026 – 06/30/2026 |
| Beal, Briana | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Benedicto, Samantha | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Benjelloun, Anass | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Bentley, Jim | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Benton, Nathaniel | BHS | CIF Swim | Stipend | $227.00 | 4 | 05/01/2026 – 05/31/2026 |
| Berger Jr. Robert | Human Resources | Student Teacher Mentoring | Stipend | $300.00 | 1 | 07/01/2025 – 06/30/2026 |
| Bickelmann, Christopher | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Blisten, Aimee | McKinley | Other Hourly | Hourly | $39.67 | 6 | 06/01/2026 – 06/30/2026 |
| Boyce, Olivia | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Breeden, Bruce | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Burish, Shelly | Human Resources | Student Teacher Mentoring | Stipend | $150.00 | 1 | 07/01/2025 – 06/30/2026 |
| Burke, Madalena | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Campbell, Rachell | Human Resources | Student Teacher Mentoring | Stipend | $300.00 | 1 | 07/01/2025 – 06/30/2026 |
| Campos, Kimberly | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Carter, Eric | Special Ed | Induction Mentor | Stipend | $1,122.50 | 1 | 01/05/2026 – 05/31/2026 |
| Castro, Jesus | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Cavanaugh, Annie | Huerta | Other Hourly | Hourly | $39.67 | 4.75 | 05/09/2026 |
| Carrillo, Jiselh | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Chakmakchyan, Vartkes | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Clauss, Alyssa | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Clauss, Alyssa | Human Resources | Student Teacher Mentoring | Stipend | $150.00 | 1 | 07/01/2025 – 06/30/2026 |
| Cobery, Candace | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Collazos, Reynaldo | BHS | Class Size | Stipend | $800.00 | 1 | 01/05/2026 – 05/29/2026 |
| Cook, Jacob | JBHS | CIF Girls V Swim | Stipend | $227.00 | 1 | 05/01/2026 – 05/31/2026 |
| Cook, Jacob | JBHS | CIF Boys V Swim | Stipend | $227.00 | 2 | 05/01/2026 – 05/31/2026 |
| Cook, Jacob | JBHS | Other Hourly | Hourly | $39.67 | 176.44 | 06/01/2026 – 07/31/2026 |
| Cornejo, Cara | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Cornejo, Cara | McKinley | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/30/2026 |
| Czerwinski, James | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Dagata, Patty | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Delaurie, Jerry | Human Resources | Student Teacher Mentoring | Stipend | $375.00 | 1 | 07/01/2025 – 06/30/2026 |
| De La Torre, Malia | JBHS | Dept Chair Science | Stipend | $867.50 | 2 | 08/01/2026 – 05/31/2027 |
| DeVault, Angela | McKinley | Other Hourly | Hourly | $39.67 | 24 | 06/01/2026 – 06/30/2026 |
| DeVault, Angela | McKinley | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/30/2026 |
| Diaz, Cynthia | JBHS | Summer School Teacher | Hourly | $66.99 | 150 | 06/04/2026 – 07/16/2026 |
| Dungereaux-Otis, Michelle | Monterey | Site Technology | Stipend | $1092.00 | 1 | 01/05/2026 – 05/28/2026 |
| Earwood Jr., Jerry | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Ermino, Aileen | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Eshleman, Steven | Human Resources | Student Teacher Mentoring | Stipend | $150.00 | 1 | 07/01/2025 – 06/30/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 |
|---|---|---|---|---|---|---|
| Eshleman, Steven | BHS | Coach V Boys Basketball | Hourly | $50.00 | 20 | 05/01/2026 – 05/31/2026 |
| Eshleman, Steven | BHS | Coach V Boys Basketball | Hourly | $50.00 | 20 | 06/01/2026 – 06/31/2026 |
| Everhart, Gregory | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Fernando, Gajan | JBHS | Dept Chair Math | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Flores, Jacob | Luther | Other Hourly | Hourly | $39.67 | 18 | 06/01/2026 – 06/04/2026 |
| Flores, Jacob | Luther | Other Hourly | Hourly | $39.67 | 3 | 06/01/2026 – 06/04/2026 |
| Fong, Roberta | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Forge, Joshua | Huerta | Dept Chair Special Ed | Stipend | $867.50 | 2 ` | 08/03/2026 – 05/31/2027 |
| Fraire-Meza, Angelica | Harte | Combo Class | Stipend | $1,000.00 | 1 | 01/01/2026 – 05/29/2026 |
| Fritz, Catherine | JBHS | Dept Chair PE/Health | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Fuhr, Amy | Huerta | JRH Perf Arts Newspaper | Stipend | $521.00 | 4 | 08/03/2026 – 05/31/2027 |
| Fuhr, Amy | Huerta | JRH Perf Arts Yearbook | Stipend | $521.00 | 4 | 08/03/2026 – 05/31/2027 |
| Fuhr, Amy | Instructional Services | Other Hourly | Stipend | $39.67 | 18 | 06/01/2026 – 06/30/2026 |
| Gallego, Kathryn | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Ganzel, Stephanie | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Garcia, Gabriel | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Garcia, Hilde | Human Resources | Student Teacher Mentoring | Stipend | $360.00 | 1 | 07/01/2025 – 06/30/2026 |
| Geronimo, Edguardo | Huerta | JRH Perf Arts Culinary Arts | Stipend | $521.00 | 4 | 08/03/2026 – 05/31/2027 |
| Goldenberg, Jennifer | Instructional Services | Other Hourly | Hourly | $39.67 | 10 | 07/01/2026 – 07/31/2026 |
| Gonzalez, Amanda | Huerta | Dept Chair Math | Stipend | $1,735.00 | 2 ` | 08/03/2026 – 05/31/2027 |
| Gonzalez Al-Ahmar, Emilio | Huerta | Dept Chair Electives | Stipend | $1,735.00 | 2 ` | 08/03/2026 – 05/31/2027 |
| Gonzalez Al-Ahmar, Emilio | Huerta | JRH Perf Arts Instr Music | Stipend | $688.00 | 4 | 08/10/2026 – 05/31/2027 |
| Goodhope Cuthbertson, Cindy | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Gregerson, Lauren | McKinley | Other Hourly | Hourly | $39.67 | 10 | 06/01/2026 – 06/30/2026 |
| Griffin, Jamie | Huerta | Dept Chair English | Stipend | $1,735.00 | 2 ` | 08/03/2026 – 05/31/2027 |
| Grimshaw, Douglas | BHS | CIF Golf | Stipend | $227.00 | 2 | 05/01/2026 – 05/31/2026 |
| Grogan-Collazos, Tracy | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Guyon, Jessica | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Hammell, Robert | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Han, Amy | Harte | Combo Class | Stipend | $1,000.00 | 1 | 01/01/2026 – 05/29/2026 |
| Hatch, Scott | JBHS | Dept Chair Social Science | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Heckel, Stephen | Instructional Services | Other Hourly | Stipend | $39.67 | 30 | 06/01/2026 – 06/30/2026 |
| Herkert, Haley | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Hernandez, Amalia | Luther | Other Hourly | Hourly | $39.67 | 7.5 | 06/01/2026 - 06/04/2026 |
| Hernandez, Amalia | Special Ed | Add'l Duties | Hourly | $92.47 | 10 | 06/01/2026 – 06/30/2026 |
| Hernandez, Amalia | Special Ed | Add'l Duties | Hourly | $92.47 | 21 | 07/01/2026 – 07/31/2026 |
| Hernandez, Dorothy | Instructional Services | Other Hourly | Hourly | $39.67 | 30 | 06/01/2026 – 07/30/2026 |
| Hough, William | McKinley | Summer School Teacher | Hourly | $24.42 | 84 | 06/10/2026 – 07/02/2026 |
| Huizar, Ellen | Mui | Other Hourly | Hourly | $39.67 | 8 | 06/01/2026 – 06/30/2026 |
| Jackson, Anna | Washington | Summer School Nurse | Hourly | $66.99 | 96 | 06/04/2026 – 07/09/2026 |
| Jackson, Malaya | Washington | Summer School SLP | Hourly | $66.99 | 105 | 06/01/2026 – 07/09/2026 |
| Jamison, Mozh | Huerta | Dept Chair Science | Stipend | $1735.00 | 2 ` | 08/03/2026 – 05/31/2027 |
| Jaimison, Mozhdeh | Instructional Services | Other Hourly | Stipend | $39.67 | 42 | 06/01/2026 – 06/30/2026 |
| Jennings, Brendan | JBHS | Dept Chair VAPA | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Johns, Wendy | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

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**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 |
|---|---|---|---|---|---|---|
| Johns, Wendy | BHS | Class Size | Stipend | $1,325.00 | 1 | 01/05/2026 – 05/29/2026 |
| Johns, Wendy | Human Resources | Student Teacher Mentoring | Stipend | $150.00 | 1 | 07/01/2025 – 06/30/2026 |
| Kalachi, Monique | McKinley | Other Hourly | Hourly | $39.67 | 6 | 06/01/2026 – 06/30/2026 |
| Kaur, Harjot | JBHS | Dept Chair English | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Keeler, Fred | Huerta | Dept Chair English | Stipend | $1735.00 | 2 ` | 08/03/2026 – 05/31/2027 |
| Kelly, Laury | Instructional Services | Other Hourly | Hourly | $39.67 | 55 | 07/01/2026 – 07/31/2026 |
| Kepski, Erica | Huerta | MS CJSF Sponsor | Stipend | $430.00 | 4 | 08/03/2026 – 05/31/2027 |
| Keshishyan, Dianna | Health Services | Add'l Duties | Hourly | $54.73 | 12 | 07/31/2026 – 08/06/2026 |
| Kienlen, Susan | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Knight, Kasey | Providencia | Combo Class | Stipend | $2,000.00 | 1 | 08/12/2025 – 05/28/2026 |
| Knoop, Julie | JBHS | Dept Chair Science | Stipend | $867.50 | 2 | 08/01/2026 – 05/31/2027 |
| Koontz, James | Muir | Other Hourly | Hourly | $39.67 | 40 | 07/01/2026 – 07/31/2026 |
| Kosbab, Brenda | BHS | Combination Class | Stipend | $400.00 | 1 | 01/05/2026 – 05/29/2026 |
| Kuester, Danielle | McKinley | Other Hourly | Hourly | $39.67 | 48 | 06/01/2026 – 06/30/2026 |
| Kwan, Jace | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Kyriacou, Christina | Harte | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/02/2026 |
| Lam, Christy | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Lance, Michael | BHS | Class Size | Stipend | $400.00 | 1 | 01/05/2026 – 05/29/2026 |
| Lawrence, Christopher | Human Resources | Student Teacher Mentoring | Stipend | $150.00 | 1 | 07/01/2025 – 06/30/2026 |
| Ledesma, Venecia | McKinley | Other Hourly | Hourly | $39.67 | 30 | 06/01/2026 – 06/30/2026 |
| Lee, Robert | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| LeMaster, Anna | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Levy, Jodi | JBHS | Dept Chair Guidance | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Lewis, Charisse | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Lucero, Arnette | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Macias, Sandra | JBHS | Dept Chair CTE | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Macomber, Joan | Adult | Other Hourly | Hourly | $31.03 | 10 | 06/25/2026 – 06/30/2026 |
| Magallon, Matthew | JBHS | Baseball | Stipend | $227.00 | 1 | 05/01/2026 – 05/31/2026 |
| Magallon, Matthew | BHS | Class Size | Stipend | $100.00 | 1 | 01/05/2026 – 05/29/2026 |
| Mahoney, Gerald | Huerta | JRH Perf Arts ASB Advisor | Stipend | $688.00 | 4 | 08/10/2026 – 05/31/2027 |
| Malinovsky, Kaitlyn | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Manoukian, Mariam | Health Services | Add'l Duties | Hourly | $65.56 | 17 | 07/27/2026 – 08/03/2026 |
| Manoukian, Zare | Adult | Other Hourly | Hourly | $31.03 | 15 | 06/25/2026 – 06/30/2026 |
| Mazur, Ruby | McKinley | Other Hourly | Hourly | $39.67 | 6 | 06/01/2026 – 06/30/2026 |
| Medina, Jennifer | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Medina, Jennifer | McKinley | Other Hourly | Hourly | $39.67 | 24 | 06/01/2026 – 06/30/2026 |
| McKain, Allison | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Mindel, Brittany | Special Ed | Add'l Duties | Hourly | $92.47 | 10 | 06/01/2026 – 06/30/2026 |
| Mohler, Chez-E-Rae | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Moore, Winston | JBHS | CIF Girls V Track and Field | Stipend | $227.00 | 2 | 05/01/2026 – 05/31/2026 |
| Moore, Winston | JBHS | CIF Boys V Track and Field | Stipend | $227.00 | 1 | 05/01/2026 – 05/31/2026 |
| Moran, Rachel | Huerta | Dept Chair Special Ed | Stipend | $867.50 | 2 ` | 08/03/2026 – 05/31/2027 |
| Morris, Morgan | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Movsessian, Armenia | Instructional Services | Other Hourly | Stipend | $39.67 | 42 | 06/01/2026 – 06/30/2026 |
| Mucha, Michele | Special Ed | Home Teacher | Hourly | $42.39 | 146 | 07/01/2026 – 12/31/2026 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

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**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 |
|---|---|---|---|---|---|---|
| Munoz, Angela | McKinley | Other Hourly | Hourly | $39.67 | 24 | 06/01/2026 – 06/30/2026 |
| Munoz, Angela | McKinley | Other Hourly | Hourly | $39.67 | 18 | 06/01/2026 – 06/30/2026 |
| Nicol, Doug | JBHS | CIF Girls V Softball | Stipend | $227.00 | 1 | 05/01/2026 – 05/31/2026 |
| Niwa, Jennifer | Instructional Services | Other Hourly | Hourly | $39.67 | 55 | 07/01/2026 – 07/31/2026 |
| Nothom, Joshua | BHS | Class Size | Stipend | $100.00 | 1 | 01/05/2026 – 05/29/2026 |
| Ohrt, Kelly | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Oldroyd, Jennifer | Health Services | Add'l Duties | Hourly | $91.18 | 22 | 07/31/2026 – 08/06/2026 |
| Oldroyd, Jennifer | JBHS | Summer School Nurse | Hourly | $66.99 | 150 | 06/04/2026 – 07/16/2026 |
| Oliva, Xochil | Harte | Combo Class | Stipend | $1,000.00 | 1 | 01/01/2026 – 05/29/2026 |
| Oliver, Yvonne | JBHS | Dept Chair World Language | Stipend | $867.50 | 2 | 08/01/2026 – 05/31/2027 |
| Olkowski, Joshua | JBHS | Other Hourly | Hourly | $39.67 | 1 | 05/01/2026 – 05/31/2026 |
| Papavasiliou, Demetrula | JBHS | Dept Chair Special Ed | Stipend | $1,735.00 | 2 | 08/01/2026 – 05/31/2027 |
| Park, Judy | McKinley | Other Hourly | Hourly | $39.67 | 18 | 06/01/2026 – 06/30/2026 |
| Park, Judy | McKinley | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/30/2026 |
| Pelayo, Gricelda | Human Resources | Student Teacher Mentoring | Stipend | $300.00 | 1 | 07/01/2025 – 06/30/2026 |
| Pepes, Chris | BHS | Class Size | Stipend | $25.00 | 1 | 01/05/2026 – 05/29/2026 |
| Pesicka, Donald | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Phan, John | BHS | CIF Tennis | Stipend | $227.00 | 2 | 05/01/2026 – 05/31/2026 |
| Phan, John | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Pierce, Emily | JBHS | Other Hourly | Hourly | $39.67 | 88.22 | 05/01/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | 23 | 05/01/2026 – 05/31/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | 25 | 06/01/2026 – 06/30/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | 52 | 07/01/2026 – 08/31/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | .50 | 06/01/2026 – 06/30/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | 137 | 07/01/2026 – 12/31/2026 |
| Pisano, Jennifer | Special Ed | Home Teacher | Hourly | $42.39 | 112 | 87/01/2026 – 12/31/2026 |
| Pisano, Jennifer | Adult | Other Hourly | Hourly | $31.03 | 10 | 06/25/2026 – 06/30/2026 |
| Platner, Rebecca | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Platner, Rebecca | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Portillo, Alina | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Pumilia, Amanda | Disney | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2025 – 05/27/2026 |
| Real, Edwin | JBHS | Other Hourly | Hourly | $39.67 | 100.83 | 06/01/2026 – 07/31/2026 |
| Redman, Anthony | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Rice, Kenneth | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Roberts, William | BHS | Combination Class | Stipend | $400.00 | 1 | 01/05/2026 – 05/29/2026 |
| Rubyan Abrahamian, Shake | Adult | Other Hourly | Hourly | $31.03 | 10 | 06/25/2026 – 06/30/2026 |
| Scoville, Daniel | Huerta | Other Hourly | Hourly | $39.67 | 4.75 | 05/09/2026 |
| Seale, Andrea | Special Ed | Home Teacher | Hourly | $42.39 | 22 | 07/01/2026 – 08/01/2026 |
| Seale, Andrea | Special Ed | Home Teacher | Hourly | $42.39 | 10 | 06/17/2026 – 06/30/2026 |
| Sevic, Branko | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Shipstead, Rachelle | Instructional Services | Childcare Classroom Use | Stipend | $1,000.00 | 1 | 08/13/2026 – 05/27/2026 |
| Simon, Erika | Harte | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/02/2026 |
| Snowden-Frost, Dawn | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Solorzano, Diana | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Solow, Casey | Huerta | JRH Perf Arts Vocal Music | Stipend | $688.00 | 4 | 08/10/2026 – 05/31/2027 |

**TO:** Board of Education / Superintendent Consent 08/06/2026

**SUBMITTED BY:** Human Resources Services

**SUBJECT:** Certificated Personnel - Report Number 26-27-01. 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 |
|---|---|---|---|---|---|---|
| Sorenson, Tracy | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Stewart, Jenna | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Stoffers, Martha | Providencia | Other Hourly | Hourly | $39.76 | 15 | 06/01/2026 – 06/30/2026 |
| Stoffers, Martha | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Strawn, Kathryn | McKinley | Other Hourly | Hourly | $39.67 | 6 | 06/01/2026 – 06/30/2026 |
| Sullivan, Cyrita | Special Ed | Add'l Duties | Hourly | $92.47 | 10 | 06/01/2026 – 06/30/2026 |
| Symons, Brad | JBHS | Other Hourly | Hourly | $39.67 | 1 | 05/01/2026 – 05/31/2026 |
| Thomas-Pickett, Jonelle | BHS | Combination Class | Stipend | $400.00 | 1 | 01/05/2026 – 05/29/2026 |
| Thomas-Pickett, Jonelle | Instructional Services | Other Hourly | Stipend | $39.67 | 30 | 06/01/2026 – 06/30/2026 |
| Torossian Ghaleh, Elnet | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Toscano, Judith | McKinley | Other Hourly | Hourly | $39.67 | 6 | 06/01/2026 – 06/30/2026 |
| Urbina, Briza | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Vaden, Gunther | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Valle, Jose | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Velasco Flores, Yvette | BHS | Other Hourly | Hourly | $39.67 | 1 | 06/09/2026 |
| Vorachak, Madison | Special Ed | Add'l Duties | Hourly | $83.25 | 15 | 05/25/2026 – 06/30/2026 |
| Vorachak, Sonlay | Special Ed | Add'l Duties | Hourly | $87.52 | 5 | 05/25/2026 – 06/30/2026 |
| Walker, Briahna | Harte | Other Hourly | Hourly | $39.67 | 6 | 06/16/2026 |
| Walker, Briahna | Harte | Summer TOSA | Hourly | $66.99 | 6 | 06/01/2026 – 06/30/2026 |
| Wannenwetsch, Anna | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Warren, William | Huerta | Dept Chair Social Science | Stipend | $1,735.00 | 2 | 08/03/2026 – 05/31/2027 |
| Warren, William | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Wetzel, Madison | Harte | Other Hourly | Hourly | $39.67 | 12 | 06/01/2026 – 06/02/2026 |
| Wiebler, Megan | Human Resources | Early Separation Incentive | Stipend | $1,000.00 | 1 | 05/29/2026 |
| Williams, Carol | BHS | Combination Class | Stipend | $200.00 | 1 | 01/05/2026 – 05/29/2026 |
| Williamson, Terry | Instructional Services | Gate summer project | Hourly | $66.99 | 40 | 06/01/2026 – 06/30/2026 |
| Winn, Amy | BHS | Combination Class | Stipend | $800.00 | 1 | 01/05/2026 – 05/29/2026 |
| Moore, Winston | JBHS | CIF Girls V Track and Field | Stipend | $227.00 | 2 | 05/01/2026 – 05/31/2026 |
| Moore, Winston | JBHS | CIF Boys V Track and Field | Stipend | $227.00 | 1 | 05/01/2026 – 05/31/2026 |
| Wrobel, Kayla | JBHS | Other Hourly | Hourly | $39.67 | 15 | 05/01/2026 - 05/31/2026 |
| Yew, Christina | Adult | Other Hourly | Hourly | $31.03 | 10 | 06/25/2026 – 06/30/2026 |
| Yu, Peggy | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Zecena Rubio, Deborah | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |
| Zemer, Suzanne | Adult | Weekly Assignment | Hourly | $55.84 | 720 | 07/13/2026 – 12/31/2026 |
| Zimny, Pamela | Human Resources | Student Teacher Mentoring | Stipend | $75.00 | 1 | 07/01/2025 – 06/30/2026 |
| Zonshine, Rachel | Instructional Services | Other Hourly | Hourly | $39.67 | 36 | 06/01/2026 – 06/30/2026 |

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Retirement | | | | | | | | |
| ANDERSON, Erika | Health Services Assistant | 01.0-00000.0-00000-31400-2210-7720000 | 1.0 | 41-VI | D | 06-30-26 | | Health Services Department (Began Service: 8/27/1990) |
| AVINA, Jose | Lead Custodian | 01.0-00100.0-00000-82100-2210-2010000<br>01.0-53100.0-00000-37000-2210-2010000 | .90<br>.10 | 43-VI | A | 05-28-26 | | Disney Elementary School (Began Service: 2/02/2006) |
| AVINA, Manuel | Lead Custodian | 01.0-00100.0-00000-82100-2210-2130000<br>13.0-53100.0-00000-37000-2210-2130000 | .90<br>.10 | 43-VI | A | 06-16-26 | | Providencia Elementary (Began Service: 8/29/2001) |
| DIAZ, Esperanza | Senior Secretary – 11 | 01.0-00000.0-00000-27000-2410-4320000 | 1.0 | 42-VI | B | 06-30-26 | | Burroughs High School (Began Service: 03/29/1996) |
| GALOUSTIAN, Anahid | Paraeducator Children's Center | 12.0-90602.0-11100-10000-2110-2150000 | .5313 | 37-VI | D | 05-28-26 | | Stevenson Elementary (Began Service: 02/16/1999) |
| GARCIA, Ana | Food Service Assistant | 13.0-53100.0-00000-37000-2260-7490000 | .25 | 37-IV | D | 06-29-26 | | Food Services (Began Service: 04/17/2023) |
| HOY, Susan | Facilities Service Assistant | 01.0-81500.0-00000-81100-2410-7520000 | 1.0 | 44-VI | A | 07-10-26 | | Facilities Services (Began Service: 11/13/2003) |
| LANGE, Erin | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2110-5330000 | .75 | 45-VI | D | 05-28-26 | | Burbank Adult School (Began Service: 10/03/94) |
| LEDEZMA, Reina | Lead Custodian | 01.0-00100.0-00000-82100-2210-3200000 | 1.0 | 43-VI | A | 05-29-26 | | Luther Middle School (Began Service: 8/20/1998) |
| TORRES, Jorge | Custodian | 01.0-00100.0-00000-82100-2210-3220000<br>13.0-53100.0-00000-37000-2210-3220000 | .90<br>.10 | 38-VI | A | 05-29-26 | | John Muir Middle School (Began Service: 4/07/2003) |
| WRIGHT, Stacey | Health Services Assistant | 01.0-00000.0-00000-31400-2210-7720000 | .875 | 41-VI | D | 05-28-26 | | Health Services Department (Began Service: 9/28/2012) |
| Retirement Separation Incentive | | | | | | | | |
| DIAZ, Esperanza | Senior Secretary – 11 | 01.0-00000.0-00000-27000-2410-4320000 | 1.0 | 42-VI | B | 06-30-26 | | Retirement Incentive $1,000 |
| EVARTRAZIAN, Alice | Paraeducator Children's Center | 12.0-90602.0-11100-10000-2110-2020000 | .5938 | 37-VI | D | 05-19-26 | | Retirement Incentive $1,000 |

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

| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Retirement Separation Incentive (Continued) | | | | | | | | |
| GALOUSTIAN, Anahid | Paraeducator Children's Center | 12.0-90602.0-11100-10000-2110-2150000 | .5313 | 37-VI | D | 05-28-26 | | Retirement Incentive $1,000 |
| GARCIA, Ana | Food Service Assistant | 13.0-53100.0-00000-37000-2210-2050000 | .25 | 37-IV | D | 06-29-26 | | Retirement Incentive $1,000 |
| LANGE, Erin | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2110-5330000 | .75 | 45-VI | D | 05-28-26 | | Retirement Incentive $1,000 |
| SALAZAR, Maria | Food Service Assistant | 13.0-53100.0-00000-37000-2210-2140000 | .4688 | 37-VI | D | 04-03-26 | | Retirement Incentive $1,000 |
| SANCHEZ, Cynthia | Paraeducator – Deaf & Hard of Hearing | 01.0-33100.0-57602-11104-2110-7440000 | .875 | 39-VI | D | 05-28-26 | | Retirement Incentive $1,000 |
| Resignation | | | | | | | | |
| DUKE, Patricia | Campus Supervisor | 01.0-00000.0-11100-10009-2910-3210000 | .125 | 36-III | D | 05-28-26 | | Huerta Middle School |
| JIMENEZ, Daniel | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-III | D | 07-09-26 | | Special Education |
| MAGOON, Alyssa | Paraeducator – Special Education | 01.0-33100.0-57602-11200-2110-4320000 | .75 | 38-II | D | 06-17-26 | | Burroughs High School |
| QUEZADA, Bertha | Health Services Assistant | 01.0-00000.0-00000-31400-2210-7720000 | .875 | 41-VI | D | 04-28-26 | | Health Services Department |
| Additional Compensation for Working Out of Class | | | | | | | | |
| QUITERIO, Cindy | Supervisor, Human Resources | 01.0-00000.0-00000-72000-2312-7550000 | | B-VII | A | 03-01-26 | 06-30-26 | Human Resources Department |
| Change in Salary | | | | | | | | |
| BAZARGELDI, Kaussar | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | | 45-II | D | 02-01-26 | | Special Education |
| Additional Compensation for Longevity | | | | | | | | |
| ARZUMANYAN, Anahit | English Language Development-Office Specialist I | 01.0-01501.0-47600-27000-2410-7420000 | | 35-VI | D | 06-01-26 | | Miller Elementary (20 years/$142) |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Additional Compensation for Longevity (Continued) | | | | | | | | |
| CACERES, Adriana | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | | 45-VI | D | 07-01-26 | | Special Education (25 years/$330) |
| CLARK, Tristan | Plant Engineer | 01.0-81500.0-00000-81100-2210-7520000 | | 57-VI | A | 06-01-26 | | Facilities Services (10 years/$192) |
| PEREZ, Jorge | Custodian | 01.0-00100.0-00000-82100-2210-7520000 | | 38-VI | A | 05-01-26 | | Facilities Services (20 years/$284) |
| REYES, Abram | Grounds Technician | 01.0-00100.0-00000-82200-2210-7520000<br>01.0-81500.0-00000-82200-2210-7520000 | .10<br>.90 | 43-VI | A | 05-01-26 | | Facilities Services (20 years/$284) |
| RUSSO, Jeff | Locksmith | 01.0-81500.0-00000-81100-2210-7520000 | | 53-VI | A | 06-01-26 | | Facilities Services (10 years/$192) |
| SHILVOCK, Charles | Glazier/Carpenter | 01.0-81500.0-00000-81100-2210-7520000 | | 53-VI | A | 05-01-26 | | Facilities Services (10 years/$192) |
| VAZQUEZ, Isidoro | Custodian | 01.0-00100.0-00000-82100-2210-2100000<br>01.0-26000.0-00000-82100-2210-2100000 | .90<br>.10 | 38-VI | A | 06-01-26 | | Miller Elementary School (25 years/$330) |
| ZAMUDIO, Ivan | Student Services & Attendance Specialist | 01.0-00000.0-00000-31300-2210-7450000 | | 57-VI | A | 06-01-26 | | Student Services (10 years/$192) |
| Additional Compensation for Cell Phone | | | | | | | | |
| BEAUREGARD, Stephanie | Executive Assistant to the Board of Education and Superintendent | 01.0-00000.0-00000-71500-2411-7410000 | | A-IV | A | 03-09-26 | | Superintendent's Office ($50.00/month) |
| Additional Compensation for Bilingual Translation | | | | | | | | |
| LIZARRAGA, Jacqueline | Human Resources Technician | 01.0-00000.0-00000-72000-2410-7550000 | | 43-III | A | 05-04-26 | | Human Resources Department (Oral & Written - $118.00/month) |
| Additional Compensation for DEI | | | | | | | | |
| NATICE, Azuree | DEI Lead | 01.0-01500.0-11302-27000-1991-7420000 | | 36-VI | C | 01-01-26 | 05-29-26 | Miller Elementary School |
| ROOT, Tiffany | DEI Lead | 01.0-01500.0-11302-27000-1991-7420000 | | 42-VI | C | 01-01-26 | 05-29-26 | Roosevelt Elementary School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Additional Compensation for Healthcare | | | | | | | | |
| LEE, Daly | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | .8125 | 45-VI | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| NEMINOVA, Victoriya | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | .8438 | 45-III | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| RODRIGUEZ, Cynthia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | .8125 | 45-I | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| SANCHEZ, Miguel | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | .9688 | 45-III | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| TELLEZ, Kalani | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | 1.0 | 45-I | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| YAEGER, Shannon | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | .8963 | 45-VI | D | 06-08-26 | 07-16-26 | Special Education Healthcare/$309 |
| Change of Assignment – Classification/Location/FTE | | | | | | | | |
| JOHNSON, Rachael | Paraeducator – Special Education | 01.0-65000.0-57602-11100-2110-4310000 | .8125 | 38-IV | D | 08-11-26 | | Burbank High School |
| SALCEDO, Leticia | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-III | D | 08-11-26 | | Special Education |
| TORRES, Veronica | Food Service Cook | 13.0-53100.0-00000-37000-2210-7490000 | .9375 | 38-VI | D | 05-14-26 | | Food Services |
| Change within Assignment – Funding Source Change | | | | | | | | |
| ALVAREZ BENJUMEA, Omar | Custodian | 01.0-00000.0-00000-82100-2210-7520000<br>01.0-26000.0-00000-82100-2210-7520000 | .90<br>.10 | 38-VI | A | 07-01-25 | | Facilities Services |
| CECENA, Carmen | Custodian | 01.0-00100.0-00000-82100-2210-2090000<br>01.0-26000.0-00000-82100-2210-2090000 | .90<br>.10 | 38-V | A | 07-01-25 | | McKinley Elementary School |
| GUERRA, Griselda | Custodian | 01.0-00100.0-00000-82100-2210-2160000<br>01.0-26000.0-00000-82100-2210-2160000 | .90<br>.10 | 38-VI | A | 07-01-25 | | Washington Elementary School |
| HENRIQUEZ, Pedro | Custodian | 01.0-00100.0-00000-82100-2210-4320000<br>01.0-26000.0-00000-82100-2210-4320000 | .90<br>.10 | 38-II | A | 07-01-25 | | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Change within Assignment – Funding Source Change (Continued) | | | | | | | | |
| LAGUNA HERNANDEZ, Maria | Custodian | 01.0-00000.0-00000-82100-2210-7520000<br>01.0-26000.0-00000-82100-2210-7520000 | .90<br>.10 | 38-IV | A | 07-01-25 | | Facilities Services |
| RENTERIA, Christopher | Custodian | 01.0-00100.0-00000-82100-2210-2130000<br>01.0-26000.0-00000-82100-2210-2130000 | .90<br>.10 | 38-IV | A | 07-01-25 | | Providencia Elementary |
| RICHARDSON, Ryan | Custodian | 01.0-00100.0-00000-82100-2210-2030000<br>01.0-26000.0-00000-82100-2210-2030000 | .90<br>.10 | 38-VI | A | 07-01-25 | | Emerson Elementary School |
| SOSA ZAMORA, Maura | Custodian | 01.0-00100.0-00000-82100-2210-3220000<br>01.0-26000.0-00000-82100-2210-3220000 | .90<br>.10 | 38-I | A | 07-01-25 | | Muir Middle School |
| SOTO, Mayra | Lead Custodian | 01.0-00100.0-00000-82100-2210-4320000<br>01.0-26000.0-00000-82100-2210-4320000 | .90<br>.10 | 43-IV | A | 07-01-25 | | Burroughs High School |
| TERASTVADSADRIAN, Jack | Custodian | 01.0-00000.0-00000-82100-2210-7520000<br>01.0-26000.0-00000-82100-2210-7520000 | .90<br>.10 | 38-VI | A | 07-01-25 | | Facilities Services |
| VALDEZ ORELLANA, Azael | Custodian | 01.0-00100.0-00000-82100-2210-3210000<br>01.0-26000.0-00000-82100-2210-3210000 | .90<br>.10 | 38-VI | A | 07-01-25 | | Huerta Middle School |
| Election – Monthly | | | | | | | | |
| AVILA, Clarissa | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |
| CASTANEDA, Karla | Community Resource Assistant | 01.0-30100.2-47600-27000-2410-2090000<br>01.0-01500.0-47600-27000-2410-2090000 | 1.0 | 37-I | D | 08-11-26 | | McKinley Elementary |
| CLIFTON, Brayden | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |
| COLEMAN, Baokim | Elementary - Physical Education Assistant | 01.0-00000.0-15000-10000-2110-7420000 | .75 | 36-I | D | 08-11-26 | | Disney Elementary |
| COLLINDRES - SANTIAGO, Nancy | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-IV | D | 08-11-26 | | Special Education |
| DE LEON, Deborah | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Monthly (Continued) | | | | | | | | |
| EBRAHIMI, Mineli | Elementary - Physical Education Assistant | 01.0-00000.0-15000-10000-2110-7420000 | .75 | 36-I | D | 08-11-26 | | Edison Elementary |
| FEDERICO, Oscar | Safety/Utility Custodian | 11.0-63910.0-41102-82100-2210-5330000<br>11.0-63910.0-41104-82100-2210-5330000<br>11.0-63910.0-41102-83000-2210-5330000<br>11.0-63910.0-41104-83000-2210-5330000 | .25<br>.25<br>.25<br>.25 | 39-I | C | 08-10-26 | | Burbank Adult School |
| GONZALEZ, Maria | Paraeducator – Primary Language Support | 01.0-01500.0-11105-10000-2110-2010000 | .375 | 37-1 | D | 08-11-26 | | Disney Elementary |
| HAROTOUNIAN, Miro | Paraeducator – English Language Learner | 01.0-01500.0-11119-10000-2110-3220000 | .50 | 37-I | D | 08-11-26 | | Muir Middle School |
| JONES, Michael | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |
| NGO, Lien | Custodian | 01.0-00100.0-00000-82100-2210-7520000 | 1.0 | 38-I | A | 05-20-26 | | Facilities Services |
| OZIER, Barrett | Campus Supervisor Elementary | 01.0-00000.0-11100-10009-2910-2090000 | .25 | 35-II | D | 08-11-26 | | McKinley Elementary |
| PALOMO, Jazmin | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |
| RAMIREZ, Efrain | Irrigation Specialist | 01.0-81500.0-00000-81100-2210-7520000 | 1.0 | 50-I | A | 06-15-26 | | Facilities Services |
| SETY, Nouneh | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2110-7440000 | .8125 | 45-I | D | 08-11-26 | | Special Education |
| TORRES, Norma | Custodian | 01.0-00100.0-00000-82100-2210-7520000 | 1.0 | 38-I | A | 05-26-26 | | Burbank High School |
| Election – Additional Assignment | | | | | | | | |
| DANOOKH, Marineh | Community Resource Assistant | 01.0-30100.2-47600-27000-2410-2130000 | .25 | 37-IV | D | 08-10-26 | | Providencia Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly | | | | | | | | |
| ACKELSON-WRIGHT, Tekla | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-VI | E | 06-01-26 | 07-31-26 | Burbank Adult School |
| AGUILAR, Patricia | Custodian | 01.0-90708.0-81000-50000-2240-7520000 | | 38-VI | A | 04-11-26 | | Burroughs High School |
| AKAR, Carmen | Paraeducator (Substitute) | 01.0-65000.0-57602-11100-2160-7440000 | | $18.58 | F | 06-16-26 | | Human Resources Department |
| ANDURAY, Brandon | Custodian | 01.0-90708.0-81000-50000-2240-7520000 | | 38-II | A | 04-01-26 | | Facilities Services |
| ARELLANO, Celina | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-IV | E | 06-01-26 | 07-31-26 | Burbank Adult School |
| ARIAS, Gerardo | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-VI | D | 05-27-26 | 05-27-26 | Special Education |
| ARMENTA TEJEDA, Carmen | Campus Supervisor Elementary (Substitute) | 01.0-00000.0-11100-10009-2960-7550000 | | $20.02 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| AVAKIAN, Jacqueline | Paraeducator Children's Center 12 (Substitute) | 12.0-90602.0-11100-10000-2160-7540000 | | $23.14 | F | 06-18-26 | 08-07-26 | Human Resources Department |
| AVETISYAN, Syuzanna | Career Vocational Assistant | 01.0-58100.0-50010-31100-2210-7440000 | | 40-I | D | 05-29-26 | 06-30-26 | Special Education |
| AVETISYAN, Syuzanna | Career Vocational Assistant | 01.0-58100.0-50010-31100-2210-7440000 | | 40-I | D | 07-01-26 | 08-09-26 | Special Education (Additional Hours) |
| BABAIAN, Agatia | Paraeducator Children's Center 12 (Substitute) | 12.0-90602.0-11100-10000-2160-7540000 | | $24.35 | F | 06-18-26 | 08-07-26 | Human Resources Department |
| BAIDOO, James | Paraeducator Special Education (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $20.52 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| BAIDOO, James | Paraeducator (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $18.58 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| BEAUREGARD, Stephanie | Executive Assistant to the Board of Education and Superintendent | 01.0-00000.0-00000-71500-2411-7410000 | | A-IV | A | 03-18-26 | 06-30-26 | Superintendent's Office |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| BOMMARITO, Giana | Visual & Performing Arts Instructor | 01.0-67700.2-11100-10000-2170-5710000 | | $50.00 | F | 06-10-26 | | Magnolia Park |
| BRAVO, Sherry | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-IV | D | 06-08-26 | 06-09-26 | Special Education |
| BROWN, Christopher | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-III | E | 06-01-26 | 07-31-26 | Burbank Adult School |
| BROWN, Christopher | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-III | E | 06-01-26 | 06-30-26 | Burbank Adult School (additional assignment) |
| CADENA, Farley | English Language Development-Office Specialist I | 01.0-42030.2-47600-24950-2430-4320000 | | 35-III | D | 05-01-26 | 05-31-26 | Burroughs High School |
| CALZADILLA, Jose | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-22-26 | 05-26-26 | Burroughs High School |
| CALZADILLA, Jose | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| CAMBIO, Diane | Office Technician-Adult Education | 11.0-63910.0-41101-27000-2430-5330000<br>11.0-63910.0-41102-27000-2430-5330000<br>11.0-63910.0-41104-27000-2430-5330000<br>11.0-63910.0-41106-27000-2430-5330000 | .10<br>.40<br>.30<br>.20 | 42-I | B | 06-16-26 | 07-16-26 | Burbank Adult School |
| CARCAMO BARRONDO, Gustavo | Campus Supervisor | 01.0-90904.0-00000-83000-2940-4310000 | | 36-VI | D | 08-01-26 | 06-30-26 | Burbank High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-22-26 | 05-26-26 | Burroughs High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| CORTEZ, Paul | Plumber | 01.0-90708.0-81000-50000-2240-7520000 | | 55-III | A | 04-18-26 | | Facilities Services |
| DEEGAN, Matthew | Behavior Intervention Assistant | 11.0-00639.0-41100-10000-2140-5330000 | | 45-II | D | 05-01-26 | 05-28-26 | Burbank Adult School |
| DEEGAN, Matthew | Behavior Intervention Assistant | 11.0-00639.0-41100-10000-2130-5330000 | | 45-II | D | 05-01-26 | 05-28-26 | Burbank Adult School (additional assignment) |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| DUKE, Patricia | Campus Supervisor (Substitute) | 01.0-00000.0-11100-10009-2960-7550000 | | $18.58 | F | 06-08-26 | | Human Resources Department |
| DUKE, Patricia | Campus Supervisor | 01.0-00000.0-00000-83000-2930-3210000 | | 36-III | D | 04-27-26 | 05-01-26 | Huerta Middle School |
| DUKE, Patricia | Campus Supervisor-Elementary (Substitute) | 01.0-00000.0-11100-10009-2960-7550000 | | $18.18 | F | 06-08-26 | | Human Resources Department |
| FERNANDEZ, Fernando | Campus Supervisor | 01.0-00000.0-00000-83000-2940-4320000 | | 36-VI | D | 05-16-26 | 05-16-26 | Burroughs High School |
| FERNANDEZ, Fernando | Campus Supervisor | 01.0-00000.0-00000-83000-2940-4320000 | | 36-VI | D | 05-22-26 | 05-26-26 | Burroughs High School (additional assignment) |
| FERNANDEZ, Fernando | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| GARCIA, Joshua | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2140-7440000 | | 45-IV | D | 05-28-26 | 05-28-26 | Special Education |
| GARCIA, Joshua | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-IV | D | 05-28-26 | 05-28-26 | Special Education (additional assignment) |
| GARZA, Anndrea | Educational Interpreter II | 01.0-65000.0-57602-11104-2140-7440000 | | 62-III | D | 05-01-26 | 06-30-26 | Special Education |
| GARZA, Anndrea | Educational Interpreter II | 01.0-65000.0-57602-11104-2140-7440000 | | 62-III | D | 05-15-26 | | Special Education (Additional Assignment) |
| GORI, Laurie | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2140-7440000 | | 45-VI | D | 05-28-26 | 05-28-26 | Special Education |
| GORI, Laurie | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-VI | D | 05-28-26 | 05-28-26 | Special Education (Additional Assignment) |
| GUIDO MARQUEZ, Angie | Paraeducator Special Education (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $24.98 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| GUIDO MARQUEZ, Angie | Paraeducator (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $18.58 | F | 06-08-26 | 07-16-26 | Human Resources Department |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| HERNANDEZ LUNA, Eduardo | Custodian (Substitute) | 01.0-00100.0-00000-82100-2260-7520000 | | $19.53 | F | 06-29-26 | | Human Resources Department |
| HEWSON, Ryan | Visual & Performing Arts Instructor | 01.0-67700.3-11100-10000-2170-2020000 | | $50.00 | F | 07-16-26 | | Edison Elementary |
| HIXENBAUGH, Elizabeth | Visual & Performing Arts Instructor | 01.0-67700.3-11100-10000-2170-2020000 | | $50.00 | F | 07-13-26 | | Edison Elementary |
| HOSPIDALES, Staci | Paraeducator Special Education (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $24.98 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| HUIZAR, Cory | Campus Supervisor | 01.0-90904.0-17023-83000-2940-3210000 | | 36-I | D | 05-01-26 | 05-01-26 | Huerta Middle School |
| KIRAKOSYAN, Pauline | Human Resources Analyst – Classified | 01.0-00000.0-00000-72000-2440-7550000 | | 48-II | A | 05-03-26 | 06-30-26 | Human Resources Department |
| KUROWSKI, Joshua | Technology Support Specialist II | 01.0-00000.0-00000-77000-2440-7730000 | | 60-VI | A | 05-19-26 | 06-30-26 | Technology Services |
| LEIVA, Nereyda | Paraeducator – Special Education | 01.0-00000.0-00000-83000-2240-4320000 | | 38-VI | D | 05-28-26 | 05-28-26 | Burroughs High School |
| LOPEZ, Anastasia | Safety & Utility Custodian | 11.0-63910.0-41102-82100-2230-5330000<br>11.0-63910.0-41104-82100-2230-5330000<br>11.0-63910.0-41102-83000-2230-5330000<br>11.0-63910.0-41104-83000-2230-5330000<br>11.0-63910.0-41101-82100-2230-5330000<br>11.0-63910.0-41106-82100-2230-5330000<br>11.0-63910.0-41101-83000-2230-5330000<br>11.0-63910.0-41106-83000-2230-5330000 | .25<br>.15<br>.25<br>.15<br>.05<br>.05<br>.05<br>.05 | 39-IV | C | 06-04-26 | 07-31-26 | Burbank Adult School |
| LOPEZ, Isabella | Office Manager-Elementary (Substitute) | 01.0-00000.0-00000-72000-2460-7470000 | | $18.74 | G | 06-22-26 | 07-31-27 | Administrative Services |
| LUNA HERNANDEZ, Mario | Custodian | 01.0-90708.0-81000-50000-2240-7520000 | | 38-II | A | 04-02-26 | | Facilities Services |
| MADORE, Melissa | Paraeducator (Substitute) | 01.0-65000.0-57602-11100-2160-7440000 | | $18.58 | G | 07-08-26 | 08-07-26 | Human Resources Department |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-27-26 | 05-28-26 | Burroughs High School |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-22-26 | 05-26-26 | Burroughs High School (additional assignment) |
| MAGALLANES, Josephine | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| MARROQUIN, Ralph | Campus Supervisor | 01.0-90904.0-17023-83000-2940-3210000 | | 36-V | D | 05-01-26 | 05-01-26 | Huerta Middle School |
| MARROQUIN, Ralph | Campus Supervisor | 01.0-90904.0-17023-83000-2930-3210000 | | 36-V | D | 05-01-26 | 05-01-26 | Huerta Middle School (additional assignment) |
| MARTINEZ, Jennifer | Paraeducator Special Education (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $21.54 | F | 06-08-26 | 07-16-26 | Human Resources |
| MARTINEZ, Jennifer | Paraeducator (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $18.58 | F | 06-08-26 | 07-16-26 | Human Resources |
| Mc CORKLE, Stephanie | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3200000 | | 36-VI | D | 05-27-26 | 05-28-26 | Luther Middle School |
| Mc DONALD, Cheryl | Campus Supervisor | 01.0-90904.0-00000-83000-2940-4310000 | | 36-VI | D | 08-01-25 | 06-30-26 | Burbank High School |
| NAVARRO, Mark | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-27-26 | 05-28-26 | Burroughs High School |
| NAVARRO, Mark | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-22-26 | 05-26-26 | Burroughs High School (additional assignment) |
| NAVARRO, Mark | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-VI | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| NEMINOVA, Victoriya | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-III | D | 05-01-26 | 05-31-26 | Special Education |
| OSHEROW, Matthew | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-I | D | 05-27-26 | 05-28-26 | Burroughs High School |
| OSHEROW, Matthew | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-I | D | 05-01-26 | 05-31-26 | Burroughs High School (additional assignment) |
| OSHEROW, Matthew | Campus Supervisor | 01.0-00000.0-00000-83000-2240-4320000 | | 36-I | D | 05-22-26 | 05-26-26 | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| PALLERA LOQUIAS, Sheryl | Paraeducator – Severely Impaired | 11.0-00639.0-41100-10000-2140-5330000 | | 45-V | D | 05-01-26 | 05-28-26 | Burbank Adult School |
| PALLERA LOQUIAS, Sheryl | Paraeducator – Severely Impaired | 11.0-00639.0-41100-10000-2130-5330000 | | 45-V | D | 05-01-26 | 05-28-26 | Burbank Adult School (additional assignment) |
| PALLERA LOQUIAS, Sheryl | Paraeducator - Severely Impaired (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $28.19 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| PATEL, Bhavana | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-V | D | 05-15-26 | 05-16-26 | Special Education |
| PATEL, Bhavana | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-V | D | 05-29-26 | 05-29-26 | Special Education (additional assignment) |
| PEREZ, Betty | School Office Manager - Middle School | 01.0-00000.0-00000-27000-2440-3210000 | | 43-I | D | 05-05-26 | 05-05-26 | Huerta Middle School |
| RENDON, Karoline | Office Technician - Continuation | 01.0-00000.0-11203-10000-2230-7420000 | | 37-VI | D | 06-01-26 | 06-29-26 | Monterey High School |
| ROBLES, Lisa | Behavior Intervention Assistant (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $29.61 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| RODRIGUEZ, Ambar | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-III | E | 06-01-26 | 07-31-26 | Burbank Adult School |
| RODRIGUEZ, Ambar | Adult English Language Learner-Office Specialist I | 11.0-63910.0-41102-27000-2430-5330000 | | 35-III | E | 06-01-26 | 06-30-26 | Burbank Adult School (additional assignment) |
| RODRIGUEZ, Paul | Paraeducator (Substitute) | 01.0-65000.0-57602-11000-2160-7440000 | | $18.58 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| RODRIGUEZ, Paul | Paraeducator | 01.0-65000.0-57602-11000-2160-7440000 | | $20.52 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| SEMERDJIAN, Cynthia | Paraeducator – Deaf & Hard of Hearing (Substitute) | 01.0-65000.0-57602-11004-2160-7440000 | | $23.14 | F | 06-08-26 | 07-16-26 | Human Resources Department |
| SINGH, Kriti | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-III | D | 06-08-26 | 06-09-26 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Hourly (Continued) | | | | | | | | |
| SOTO, Mayra | Lead Custodian | 01.0-00000.0-81000-50000-2240-7520000 | | 43-IV | A | 04-01-26 | | Burroughs High School |
| SURICO, Mariah | Paraeducator – Special Education | 01.0-00000.0-00000-83000-2240-4320000 | | 38-VI | D | 05-28-26 | 05-28-26 | Burroughs High School |
| TELLEZ, Kalani | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-I | D | 06-25-26 | 06-30-26 | Special Education |
| TELLEZ, Kalani | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-7440000 | | 45-I | D | 07-01-26 | 07-16-26 | Special Education |
| THOMAS, Jill | Senior Attendance & Data Technician | 11.0-63910.0-41101-27000-2430-5330000<br>11.0-63910.0-41102-27000-2430-5330000<br>11.0-63910.0-41104-27000-2430-5330000<br>11.0-63910.0-41106-27000-2430-5330000 | .10<br>.40<br>.30<br>.20 | 39-VI | B | 06-16-26 | 07-16-26 | Burbank Adult School |
| THOMAS, Jill | Senior Attendance & Data Technician | 11.0-63910.0-41101-27000-2430-5330000<br>11.0-63910.0-41102-27000-2430-5330000<br>11.0-63910.0-41104-27000-2430-5330000<br>11.0-63910.0-41106-27000-2430-5330000 | .10<br>.40<br>.30<br>.20 | 39-VI | B | 06-16-26 | 06-30-26 | Burbank Adult School (additional assignment) |
| VASQUEZ, Jose | Campus Supervisor | 01.0-90904.0-17023-83000-2940-3210000 | | 36-VI | D | 05-01-26 | 05-01-26 | Huerta Middle School |
| VELASQUEZ, Jacqueline | Paraeducator – Special Education | 01.0-00000.0-00000-83000-2240-4320000 | | 38-VI | D | 05-28-26 | 05-28-26 | Burroughs High School |
| WAHE, Tyler | Campus Supervisor | 01.0-00000.0-00000-83000-2240-3200000 | | 36-I | D | 05-27-26 | 05-28-26 | Luther Middle School |
| Election – Summer School | | | | | | | | |
| ABARCA-MENA, Amanda | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-IV | D | 06-08-26 | 07-09-26 | Washington Elementary |
| AGAZARYAN, Taline | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2130-5480000 | | 45-V | D | 06-08-26 | 07-09-26 | Horace Mann |
| AGHABEGHI, Ana | Paraeducator – Children's Center | 01.0-26000.0-11100-10000-2130-5480000 | | 37-VI | D | 06-08-26 | 07-09-26 | Jefferson Elementary |
| AGUILAR, Melissa | Paraeducator – Deaf & Hard of Hearing | 01.0-65000.0-57602-11104-2130-5480000 | | 39-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Summer School (Continued) | | | | | | | | |
| AMBROSE, Liliana | Campus Supervisor - Elementary | 01.0-65000.0-57602-83000-2230-5480000 | | 35-I | D | 06-08-26 | 07-09-26 | Washington Elementary |
| ARIAS, Gerardo | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| AROUTIOUNIAN, Rima | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5480000 | | 37-I | D | 06-08-26 | 07-09-26 | Stevenson Elementary |
| ATIENZA, Karol | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2130-5480000 | | 45-V | D | 06-08-26 | 07-09-26 | Horace Mann |
| ARPON, Maria | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| ARUTYUNYAN, Kristine | Paraeducator – Severe Behavioral II | 01.0-65000.0-57601-11106-2130-5480000 | | 47-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| ASSRIYANS, Melina | Campus Supervisor - Elementary | 01.0-26000.0-11100-10009-2930-5480000 | | 35-VI | D | 06-08-26 | 07-09-26 | Stevenson Elementary |
| ATIENZA, Karol | Paraeducator – Severely Impaired | 01.0-65000.0-57601-11106-2130-5480000 | | 45-V | D | 06-08-26 | 07-09-26 | Horace Mann |
| AVAKIAN, Jacqueline | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| AVALOS, Brenda | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| AVANESI, Melody | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-V | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BABAKHANIAN, Lina | Paraeducator | 01.0-26000.0-11100-10000-2130-5480000 | | 36-IV | D | 06-08-26 | 07-09-26 | Miller Elementary |
| BAGHDASIAN, Violet | Paraeducator – Adult Education/Learning Center | 11.0-63910.0-41106-10000-2130-5330000 | | 36-VI | E | 06-01-26 | 07-02-26 | Burbank Adult School |
| BAGHUMYAN, Anna | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Summer School (Continued) | | | | | | | | |
| BAIN, Mendel | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-I | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BATARINA, Raymond | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-I | D | 06-08-26 | 07-16-26 | Burroughs High School |
| BAUTISTA, Marie | Paraeducator – Health Care | 01.0-65000.0-57601-11908-2130-5480000 | | 41-I | D | 06-08-26 | 07-16-26 | Burroughs High School |
| BAZARGELDI, Kaussar | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-II | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BEER, Nicole | Paraeducator | 01.0-26000.0-11100-10000-2130-5480000 | | 36-I | D | 06-08-26 | 07-09-26 | Miller Elementary |
| BEER, Nicole | Paraeducator – Adult Education/Learning Center | 11.0-63910.0-41106-10000-2130-5330000 | | 36-II | E | 06-01-26 | 07-02-26 | Burbank Adult School |
| BEIGIKHANIY, Serli | Paraeducator – English Language Learner | 01.0-26000.0-11100-10000-2130-5480000 | | 37-II | D | 06-08-26 | 07-09-26 | Stevenson Elementary |
| BERKOVITZ, Soraida | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Horace Mann |
| BESVOLD, Elke | Food Service Serving Kitchen Operator | 13.0-53100.0-00000-37000-2210-7490000 | | 40-I | D | 06-08-26 | 08-05-26 | Emerson YMCA/ Child Care |
| BISWAS, Protiva | Food Service Assistant | 13.0-53100.0-00000-37000-2210-7490000 | | 37-IV | D | 06-08-26 | 07-16-26 | Burroughs High School |
| BRAMLETT, Chantel | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-III | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BRAVO, Sherry | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-IV | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BREWER, Katarina | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| BRODY, Samantha | School Office Manager - Alternative School | 01.0-65000.0-50010-27000-2430-5480000 | | 43-VI | C | 06-04-26 | 07-13-26 | Horace Mann |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Summer School (Continued) | | | | | | | | |
| BROWN, Denise | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| CACERES, Adriana | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| CAJINA, Joshua | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| CALZADILLA, Jose | Campus Supervisor | 01.0-65000.0-57602-83000-2230-5480000 | | 36-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| CAMPBELL, Amber | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| CAMPBELL, Cheryl | Paraeducator – Health Care | 01.0-65000.0-57601-11908-2130-5480000 | | 41-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| CARRASCO, Janel | Campus Supervisor | 01.0-65000.0-57602-83000-2230-5480000 | | 36-VI | D | 06-08-26 | 07-16-26 | Burroughs High School |
| CARRELL, Joslyn | Occupational Therapist | 01.0-65000.0-57601-11100-2130-5480000 | | C-V | C | 06-08-26 | 07-16-26 | Burroughs High School |
| CASTILLO, Jeannette | Behavior Intervention Assistant | 01.0-65000.0-57601-11905-2130-5480000 | | 45-VI | D | 06-08-26 | 07-09-26 | Washington Elementary |
| GREEN, Kimberly | School Office Manager - Elementary | 01.0-26000.0-00000-27000-2430-5480000 | | 43-III | C | 06-16-26 | 07-22-26 | McKinley Elementary |
| HUBBELL, Julie | School Office Manager - Elementary | 01.0-26000.0-00000-27000-2430-5480000 | | 43-VI | C | 06-16-26 | 07-22-26 | Miller Elementary |
| LUCSIK, Brenda | School Office Manager - Elementary | 01.0-26000.0-00000-27000-2430-5480000 | | 43-VI | C | 06-16-26 | 07-22-26 | Jefferson Elementary |
| MASSARE, Shara | School Office Manager - Satellite School | 01.0-65000.0-50010-27000-2430-5480000 | | 40-IV | C | 06-04-26 | 07-17-26 | Magnolia Park |
| NANEZ ARCIVA, Brenda | Supervisor III, Food Services | 13.0-53100.0-00000-37000-2210-7490000 | | S-VII | D | 06-01-26 | 08-07-26 | Food Services |
| POZOS, Rosalinda | School Office Manager - Elementary | 01.0-26000.0-00000-27000-2430-5480000 | | 43-VI | C | 06-16-26 | 07-22-26 | Stevenson Elementary |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers | | | | | | | | |
| QQ9528120 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 06-15-26 | 06-30-27 | Special Education |
| AS6149136 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AS6149136 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| RU1564798 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| RU1564798 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UN2368132 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UN2368132 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| EX0481947 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| EX0481947 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PJ7559353 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PJ7559353 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AH9451933 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AH9451933 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VH2158140 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VH2158140 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| NP1582843 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| NP1582843 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KR9893336 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KR9893336 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KR9893336 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| KR9893336 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VA8421331 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VA8421331 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JU1828327 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JU1828327 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK0341086 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK0341086 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JE8779069 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JE8779069 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KH0259529 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KH0259529 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AB5287589 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AB5287589 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SR6293983 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SR6293983 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JV3622046 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JV3622046 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KW1392162 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KW1392162 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PN1264393 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PN1264393 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| MX4595702 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| MX4595702 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| NR2366484 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| NR2366484 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DD2398745 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DD2398745 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| MA2391505 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| MA2391505 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| XG0415110 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| XG0415110 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FQ5036291 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FQ5036291 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UT7331353 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UT7331353 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KW6280636 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KW6280636 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SG2423950 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SG2423950 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| WH2755360 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| WH2755360 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| TA5263734 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| TA5263734 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AD1556807 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AD1556807 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UA7718543 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UA7718543 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FY0346442 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FY0346442 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AR7046015 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| AR7046015 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JH8236151 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JH8236151 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JH7533629 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JH7533629 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZU1520904 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZU1520904 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| YE5793664 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| YE5793664 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FZ7245125 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FZ7245125 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK3619089 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK3619089 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| HB3924405 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HB3924405 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UV6451458 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UV6451458 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| YF3282461 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| YF3282461 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VV0190723 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VV0190723 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| WF7931940 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| WF7931940 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VT6803350 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| VT6803350 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| RP5012366 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| RP5012366 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JE0886998 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JE0886998 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PP8666970 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| PP8666970 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FX6986106 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| FX6986106 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| GA4517720 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| GA4517720 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK1696571 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HK1696571 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DP8793308 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DP8793308 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SF6399456 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SF6399456 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JM3039952 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JM3039952 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DK8181410 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| DK8181410 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZS3454454 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZS3454454 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZT3755052 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ZT3755052 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JZ0330908 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| JZ0330908 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ME3207908 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| ME3207908 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| XT6078720 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| XT6078720 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Student Helpers (Continued) | | | | | | | | |
| SA7784732 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| SA7784732 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UE8636065 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| UE8636065 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| GH4804428 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| GH4804428 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| GP0693469 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| GP0693469 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HU3647869 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| HU3647869 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KX4446198 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| KX4446198 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| EZ9752059 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| EZ9752059 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| MR1578328 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| MR1578328 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 07-01-26 | 06-30-27 | Special Education |
| QQ9528120 | YETP Student | 01.0-58100.0-57602-11100-2933-7440000 | | $16.90 | F | 06-01-26 | 06-30-26 | Special Education |
| QQ9528120 | YETP Student | 01.0-65200.0-57602-11100-2933-7440000 | | $16.90 | F | 06-01-26 | 06-30-26 | Special Education |
| Election – Walk on Coach | | | | | | | | |
| AHMED, Shaheen | Short Term Athletic | 01.0-00000.0-15008-42000-2171-4310000 | | $127.00 | F | 05-01-26 | 05-31-26 | Burbank High School (CIF – Lump Sum) |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Walk on Coach (Continued) | | | | | | | | |
| BARRAGAN, Ernesto | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| BROWN, Oharjee | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| DAHDULI, Bilal | Short Term Athletic | 01.0-90904.0-15010-42000-2171-4320000 | | $16.90 | F | 07-01-26 | 07-31-26 | Burroughs High School |
| DIAZ, Kameron | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-15-26 | 05-15-26 | Burroughs High School (CIF – Lump Sum) |
| ESCOBEDO BARONA, Hael | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |
| FABIAN, Jacob | Short Term Athletic | 01.0-00000.0-15015-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |
| FLORES, George | Short Term Athletic | 01.0-90904.0-15010-42000-2171-4320000 | | $16.90 | F | 07-01-26 | 07-31-26 | Burroughs High School |
| FREEMAN, Tyrone | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| GOMES FIELDS, Melissa | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |
| GOMES FIELDS, Melissa | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| GRADY, Griffin | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| HAMANAKA, Glenn | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| HOPSON, Byron | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| HOUSHOLDER, Dorian | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| JIMENEZ, Brandon | Short Term Athletic | 01.0-90904.0-15003-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| KELLOGG, Mitchell | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-15-26 | 05-15-26 | Burroughs High School (CIF – Lump Sum) |
| KOULOUVARIS, Scott | Short Term Athletic | 01.0-90904.0-15003-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| MC KINLEY, Michael | Short Term Athletic | 01.0-00000.0-15008-42002-2171-4320000 | | $227.00 | F | 05-05-26 | 05-05-26 | Burroughs High School (CIF – Lump Sum) |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Walk on Coach (Continued) | | | | | | | | |
| MC KINLEY, Michael | Short Term Athletic | 01.0-00000.0-15008-42002-2171-4320000 | | $227.00 | F | 05-13-26 | 05-13-26 | Burroughs High School (CIF – Lump Sum) |
| MC KINLEY, Michael | Short Term Athletic | 01.0-00000.0-15008-42002-2171-4320000 | | $227.00 | F | 05-14-26 | 05-14-26 | Burroughs High School (CIF – Lump Sum) |
| MC KINLEY, Michael | Short Term Athletic | 01.0-00000.0-15008-42002-2171-4320000 | | $227.00 | F | 05-19-26 | 05-19-26 | Burroughs High School (CIF – Lump Sum) |
| MILLER, Stewart | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |
| MILLER, Stewart | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| MILLER, Stewart | Short Term Athletic | 01.0-00000.0-15015-42000-2171-4310000 | | $227.00 | F | 06-01-26 | 06-30-26 | Burbank High School (CIF – Lump Sum) |
| ORTEGA-JENNISON, Martin | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-06-26 | 05-06-26 | Burroughs High School (CIF – Lump Sum) |
| ORTEGA-JENNISON, Martin | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-06-26 | 05-06-26 | Burroughs High School (CIF – Lump Sum) |
| ORTEGA-JENNISON, Martin | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-08-26 | 05-08-26 | Burroughs High School (CIF – Lump Sum) |
| ORTEGA-JENNISON, Martin | Short Term Athletic | 01.0-90904.0-15018-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| PENDLETON, Eddie | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| POWELL, Haley | Short Term Athletic | 01.0-00000.0-17011-41000-2171-4320000 | | $16.90 | F | 04-20-26 | 06-30-26 | Burroughs High School |
| ROBINSON, George | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| STRANG, Sheila | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-14-26 | 05-14-26 | Burroughs High School (CIF – Lump Sum) |
| STRANG, Sheila | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-16-26 | 05-16-26 | Burroughs High School (CIF – Lump Sum) |

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| Name | Position | Program/Site | %Time FTE | Range & Step | Basis | Effective Date | Ending Date | Remarks |
|---|---|---|---|---|---|---|---|---|
| Election – Walk on Coach (Continued) | | | | | | | | |
| STRANG, Sheila | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-20-26 | 05-20-26 | Burroughs High School (CIF – Lump Sum) |
| STRANG, Sheila | Short Term Athletic | 01.0-00000.0-15001-42002-2171-4320000 | | $127.00 | F | 05-23-26 | 05-23-26 | Burroughs High School (CIF – Lump Sum) |
| SULLIVAN, Sabrina | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |
| TAIX, Kaitlynn E. | Short Term Athletic | 01.0-90904.0-15005-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| TOLEDO, Tony | Short Term Athletic | 01.0-90904.0-15007-42000-2171-4310000 | | $16.90 | F | 06-01-26 | 06-30-26 | Burbank High School |
| WEATHERALL, Jason | Short Term Athletic | 01.0-90904.0-15003-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| WILLIS, Erik | Short Term Athletic | 01.0-90904.0-15003-42000-2171-4320000 | | $16.90 | F | 06-01-26 | 07-31-26 | Burroughs High School |
| YOSH, Stephanie | Short Term Athletic | 01.0-90904.0-15017-42000-2171-4310000 | | $16.90 | F | 05-01-26 | 05-31-26 | Burbank High School |

Signature _____

Title: Matt La Belle, Assistant Superintendent of Human Resources Services

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**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Job Description for Communications and Multimedia Specialist |

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**Background**
On June 25, 2026, the Board of Education approved the Job Description for Communications and Multimedia Specialist II. It was subsequently determined that the approved title contained an error. The correct position title is Communications and Multimedia Specialist. This action is to correct the position title and align the job description with the intended classification.

**Discussion/Issues**
The inclusion of "II" in the title was an administrative error and does not reflect an approved classification with in the District. Correcting the title ensures the job description accurately reflects the approved position and maintains a consistency in personnel records, recruitment materials and related employment documents.

**Fiscal Impact**
There is no fiscal impact with this change.

**Recommendation**
It is the recommendation of district administration that the Board of Trustees ratify the Job Description for Communications and Multimedia Specialist, as presented

**Burbank Unified School District**

**Communications & Multimedia Specialist**

**Classification:** Classified (Hourly)
**Work Year:** 12 Months
**Reports To:** Public Information Officer

## BACKGROUND

Burbank Unified School District (BUSD) serves a diverse student population and is committed to clear, transparent, and effective communication with students, families, staff, and the broader community. The District prioritizes timely and accurate information sharing, particularly in support of instructional programs, community engagement, and crisis response.

## PURPOSE

Under the direction of the Public Information Officer, the Communications & Multimedia Specialist plans, develops, and manages digital and multimedia communications for the District. The position is responsible for supporting the District's communication strategy through website management, social media, multimedia production, and content development.

This role ensures that District messaging is clear, consistent, visually engaging, and aligned with organizational priorities. The position supports day-to-day communication needs as well as major initiatives, events, and emergency communication efforts.

## ESSENTIAL FUNCTIONS / RESPONSIBILITIES

- Assist in the conceptual design and layout of web pages, e-newsletters, and digital communications, applying user interface (UI), usability, and information architecture principles
- Develop and update web content using content management systems and basic scripting (e.g., HTML/CSS) to support functionality and user experience across devices
- Create and edit professional-quality videos for District communications, marketing campaigns, Board presentations, social media, and community outreach.
- Develop engaging visual storytelling content to support student enrollment, community engagement, staff recruitment, and public awareness efforts.
- Serve as the District's primary photographer and videographer for events, ceremonies, classroom activities, and special programs.
- Establish district web design standards (e.g., W3C guidelines) that adhere to ADA and Section 508
- Support and maintain web and digital communication templates to support consistency in design, layout, and user experience across District platforms
- Ensure all multimedia content reflects District branding standards, communication goals, and professional presentation expectations.
- Maintain and update the District's website as necessary, digital communication platforms, social media, ensuring content is current, accurate, and consistent with District standards

- Design and produce multimedia content, including photography, videography, graphics, presentations, publications, and digital media that promote District programs, achievements, initiatives, and events.
- Manage day-to-day content creation and publishing for District social media platforms, including developing posts, graphics, videos, and multimedia campaigns.
- Assist in the development and preparation of communication materials for District programs, District initiatives, special projects, strategic priorities and events
- Design digital and print communication materials including flyers, brochures, newsletters, infographics, annual reports, and promotional materials.
- Ensure digital and visual communications adhere to District branding and communication guidelines
- Provide technical assistance to school sites and departments related to website updates, templates, and communication tools
- Support crisis and emergency communication efforts by preparing and posting digital content as directed
- Coordinate multimedia coverage of District events, including photography, videography, livestream support, and post-production editing.
- Maintain templates, digital assets, and communication tools to support consistency and efficiency
- Compile basic analytics and engagement data for review by the Public Information Officer
- Collaborate with school sites and departments to identify communication opportunities and develop content that highlights student success and organizational accomplishments.
- Maintain organized archives of digital content, communications, and media assets
- Support emergency and crisis communication efforts through rapid development of graphics, videos, social media content, and public information materials.
- Provide support for photography, video production, and multimedia content development
- Perform related duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of digital communications and multimedia production
- Website content management systems and web design practices
- Design and production processes for print, web, photography, and multimedia content
- Graphic design fundamentals, including layout and visual presentation
- Methods for adapting visual and photographic content across multiple formats and platforms
- Basic copyright laws and fair use guidelines related to digital and creative content
- Basic web development concepts, including HTML, CSS, and general web publishing practices
- Social media platforms and standard posting practices
- Livestreaming tools and digital broadcasting platforms (e.g., OBS or similar software)
- Standard office and collaboration tools, including, but not limited to, Microsoft Office and Google Workspace

- Accessibility standards (ADA, Section 508) as applied to digital content
- Multimedia and design software, including, but not limited to, Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Premiere Pro, Acrobat) and similar platforms

**Ability to:**

- Apply design principles to create visually effective materials across print, web, and multimedia platforms
- Prepare and adapt graphics, photography, and multimedia content for various formats and distribution channels
- Utilize industry-standard software to design, edit, and produce digital and print communications
- Perform basic troubleshooting related to multimedia production, web updates, and digital publishing tools
- Ensure accuracy through copyediting, proofreading, and attention to detail in all communications
- Support livestream production and multimedia event coverage using appropriate tools and equipment
- Design and produce high-quality multimedia content for a variety of audiences
- Manage multiple communication platforms and projects simultaneously
- Communicate clearly and effectively both orally and in writing
- Collaborate with staff across departments and school sites
- Work effectively under pressure and meet deadlines in a fast-paced environment
- Adapt to changing priorities and communication needs, including emergency situations
- Analyze engagement data and adjust communication strategies accordingly
- Maintain strong organizational and project management skills

## MINIMUM QUALIFICATIONS

**Education**

- Bachelor's degree in Communications, Multimedia, Graphic Design, Journalism, Information Technology, or a related field

**Experience**

- Minimum of three (3) years of progressively responsible experience in web design, multimedia production, digital communications, photography, or a related field
- Experience designing and managing websites, social media platforms, and digital content

## PREFERRED QUALIFICATIONS

- Experience in a school district or public agency environment
- Experience with live streaming and event production
- Bilingual in Spanish (written and verbal) preferred
- Experience supporting crisis communication or public information efforts

**WORKING CONDITIONS**

- In-person, on-site position requiring regular presence at District offices and school sites
- Occasional evening and weekend work required for events and emergency communications
- Frequent interaction with staff, students, and community members

**PHYSICAL REQUIREMENTS**

- Ability to sit and work at a computer for extended periods
- Ability to operate multimedia and audio-visual equipment
- Ability to lift and carry equipment up to 25–35 pounds

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

Burbank Unified School District is committed to providing equal opportunity for all individuals in employment. The District does not discriminate on the basis of race, color, ancestry, national origin, immigration status, age, religion, marital status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

# SALARY RANGE ALLOCATIONS FOR CLASSIFIED BARGAINING UNIT MEMBERS

| CLASSIFICATION | RANGE | BASIS |
|---|---|---|
| **Accounting Series** | | |
| Project and Accounting Analyst | 66 | A |
| Account Analyst | 60 | A |
| Financial Analyst | 60 | A |
| Benefits Analyst | 60 | A |
| Lead Payroll Technician | 51 | A |
| Payroll Technician/ Benefits Assistant | 49 | A |
| Budget/Accounting Technician | 48 | A |
| Project Accounting Technician | 48 | A |
| Accounting Assistant IV | 47 | A |
| Payroll Technician | 47 | A |
| Employee Benefits Technician | 47 | A |
| Accounting Assistant III | 45 | A |
| Accounting Assistant II | 42 | A |
| Senior School Finance Technician | 40 | A, B, E |
| Accounting Assistant I | 33 | A |
| **Clerical Series** | | |
| Use of Facilities Coordinator/ Senior Administrative Assistant | 60 | A |
| Assessment and Accountability Technician | 56 | A |
| Administrative Secretary II | 56 | A |
| Special Education Data Systems Technician | 52 | A |
| Human Resources Analyst - Certificated | 50 | A |
| Human Resources Analyst Classified | 48 | A |
| Facilities Operations and Construction Technician | 48 | A |
| District Attendance and Fundraising Technician | 46 | A |
| Budget/Program Technician | 45 | A |
| Special Education Technician | 45 | A |
| Administrative Secretary I | 45 | A |
| Food Service Operations Technician | 44 | A |
| Facilities Service Assistant | 44 | A |
| Guidance/Program Technician II | 44 | B,C |
| School Office Manager-High School | 43 | A |
| School Office Manager-Middle School | 43 | A |
| School Office Manager-Elementary | 43 | C |
| **Clerical Series (continued)** | | |
| School Office Manager-Special Programs/Alternative Education | 43 | C |
| School Office Manager-Cont. | 43 | B, C |
| School Office Manager – Adult School | 43 | A |
| School Office Manager-Children's Center | 43 | A |
| School Office Manager-Alternative School | 43 | C |
| School Office Manager-Independent Learning Academy | 43 | C |
| Senior Attendance and Data Technician-Adult School | 43 | A |
| Human Resources Technician | 43 | A |
| Senior Secretary | 42 | A, B |
| Registrar | 42 | A |
| Office Technician-Adult Education | 42 | A |
| Construction & Operations Secretary | 41 | A |
| Guidance/Program Technician I | 41 | B, C |
| College/Career Center Technician | 41 | B, C |
| School Office Manager-Satellite School | 40 | C |
| Senior Attendance Technician | 39 | A,B |
| CTE Technician | 38 | B,C |
| Office Technician Continuation | 37 | C |
| Counseling Assistant | 37 | B |
| Secretary III | 37 | A,C,D |
| Office Assistant-Adult Education | 37 | C |
| Personnel Clerk | 37 | A |
| Office Assistant Elementary | 36 | C |
| Office Occupations – Adult Ed | 36 | D |
| Attendance Technician | 35 | C |
| Secretary II | 35 | A,C,D |
| Secretary I | 33 | A |
| **Communications & Multimedia Specialist** | **60** | **A** |
| **Food Service Series** | | |
| Food Service Utility Driver | 42 | A,C |
| Food Service Cook-Central Kitchen | 41 | D |
| Serving Kitchen Operator | 40 | D |
| Food Service Cook | 38 | A,D |
| Food Service Assistant | 37 | D |
| Barbecue Cook | 37 | D |
| Food Service Cashier-Elementary | 37 | D |

| CLASSIFICATION | RANGE | BASIS |
|---|---|---|
| **Instructional Series** | | |
| Educational Interpreter II Deaf and Hard of Hearing | 62 | D |
| Educational Interpreter I- Deaf and Hard of Hearing | 55 | D |
| Paraeducator–Severe Behavioral II | 47 | D |
| Assistive Technology Technician | 47 | B |
| Paraeducator- Environmental Science Park | 45 | D |
| Educational Reader- Visually Impaired | 45 | D |
| Paraeducator-Severe Behavioral I | 45 | D |
| Behavior Intervention Assistant | 45 | D |
| Paraeducator-Severely Impaired | 45 | D |
| Paraeducator-Health Care | 41 | D |
| Paraeducator- At Risk Youth | 39 | D |
| Paraeducator -Children's Center II | 39 | D |
| Paraeducator- Deaf and Hard Of Hearing (DHH) | 39 | D |
| Paraeducator – Special Education | 38 | C,D |
| Paraeducator – English Language Learner | 37 | D |
| Paraeducator – Adult English Language Development | 37 | E |
| Paraeducator – Children's Center | 37 | A,C,D |
| Paraeducator – Primary Language Support | 37 | D |
| Instructional Resources Assistant | 37 | D |
| Paraeducator- Parent Education | 36 | E |
| Elementary Physical Education Assistant | 36 | D |
| Community Resource Assistant | 37 | D |
| Paraeducator | 36 | D |
| Volunteer Coordinator | 36 | D |
| Paraeducator – Adult Education/ Learning Center | 36 | E |
| **Auxiliary Services** | | |
| Wellness and Behavior Specialist | 60 | D |
| Student Services and Attendance Specialist | 57 | A,C |
| Student Services and Attendance Specialist for Homeless and Foster Youth | 57 | A |
| Health Services Assistant-LVN/RN | 56 | D |
| Certified Occupational Therapy Assistant | 53 | C |
| Intervention Specialist for At-Risk Students | 53 | C,D |
| | 53 | D |

| CLASSIFICATION | RANGE | BASIS |
|---|---|---|
| **Auxiliary Series (continued)** | | |
| Children's Center Health Technician | 45 | A |
| Library Coordinator | 41 | C |
| Health Services Assistant | 41 | D |
| Career Vocational Assistant | 40 | D |
| Adult School ELL/ Office Specialist III | 39 | A,B,E |
| Senior Textbook Coordinator | 38 | A |
| Adult ELL/Office Specialist II | 37 | A,E |
| Library Coordinator - Elementary | 36 | C,D |
| Campus Supervisor | 36 | A,D,E |
| District Office Receptionist | 36 | A |
| Adult School ELL/ Office Specialist I | 35 | E |
| ELD Office Specialist I | 35 | D |
| Adult School Learning Center Technician | 35 | E |
| Campus Supervisor - Elementary School | 35 | D |
| **Purchasing Series** | | |
| Lead Buyer | 60 | A |
| Buyer | 47 | A |
| Purchasing Technician | 45 | A |
| Purchasing Clerk | 40 | A |
| **Operations Series** | | |
| 1- Grounds Group | | |
| Grounds Leadperson | 57 (62) | A |
| Irrigation Specialist | 50 | A |
| Integrated Pest Control/ Grounds Technician | 48 | A |
| Grounds Technician | 43 | A |
| 2- Custodian Group | | |
| Custodial Foreman | 51 | A |
| Swimming Pool Custodian | 44 | A |
| Lead Custodian | 43 | A |
| Senior Custodian/Campus Supervisor Monterey High School/CDS | 39 | A |
| School Safety/Utility Custodian | 39 | A,C |
| Custodian | 38 | A |
| Utility Custodian | 38 | A |
| Children's Center Service Worker | 38 | A |
| 3-Warehouse Group | | |
| Print Reproduction/Warehouse Worker | 47 | A |
| Reprographics Technician | 46 | A |
| Lead Warehouse Worker | 42 | A |
| Utility Driver | 41 | A |

Speech-Language Pathology
Assistant

| CLASSIFICATION | RANGE | BASIS |
|---|---|---|
| **Maintenance Series** | | |
| Facilities Services Leadperson | 62 | A |
| Maintenace Leadperson | 62 | A |
| Electrician | 58 | A |
| HVAC Mechanic | 57 | A |
| Plant Engineer | 57 | A |
| Low-Voltage Electrician | 56 | A |
| Plumber | 55 | A |
| Glazier/Carpenter | 53 | A |
| Vehicle & Equipment Mechanic | 53 | A |
| Locksmith | 53 | A |
| Senior Facilities Worker-Plaster/Cement | 53 | A |
| Carpenter | 52 | A |
| Painter | 52 | A |
| Sheet Metal Mechanic | 52 | A |
| Roof Repair Technician | 52 | A |
| Facilities Worker | 46 | A |
| **Technology Series** | | |
| Lead Information Technology Systems Analyst | 72 | A |
| Network Analyst | 67 | A |
| Systems Analyst | 67 | A |
| Information Technology Systems Analyst | 67 | A |
| Lead Technology Support Specialist | 61 | A |
| Technology Support Specialist II | 60 | A |
| Student Information Systems Analyst | 59 | A |
| User Support Specialist | 59 | A |
| System Support Specialist | 57 | A |
| Adult School Technology Support Specialist II | 57 | B |
| Technology Support Specialist I | 49 | A |
| Instructional Media Specialist-Middle School | 46 | B,C |
| Instructional Technology Media Specialist -Elementary | 42 | A,C,D |

Addendum: The probationary period for a promoted employee shall be six (6) months after the effective date of promotion.

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of the 2024-2025 Negotiated Agreements between the Burbank Unified School District and the Burbank Teacher's Association (BTA) |

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**Background**
On June 5, 2025, the Board of Education approved the Negotiated Agreements between the Burbank Unified School District and the Burbank Teacher's Association. Following approval and publication of the collective bargaining agreement, the District identified an error in Exhibit C: Salary Schedule for Coaching Services. Specifically, an incorrect compensation amount was listed on the salary schedule.

**Discussion/Issues**
Administration has identified an error in Exhibit C: Salary Schedule for Coaching Services, regarding the stipend amount for the Varsity Coach for each CIF playoff game. The amount included in the agreement and presented for approval was listed as $223; however, the correct negotiated stipend amount is $227.

This amendment is necessary to ensure that athletic support staff receive the correct compensation and that the salary schedule accurately reflects the intended negotiated rate. Correcting this error will promote consistency in compensation practices, eliminate potential confusion regarding stipend payments, and maintain the accuracy and integrity pf the collective bargaining agreement.

**Fiscal Impact**
The amount of the Stipends for CIF Varsity Coaches are now $227.00 per playoff game.

**Recommendation**
It is the recommendation of district administration that the Board of Trustees ratify the 2024-2025 Negotiated Agreements between the Burbank Unified School District and the Burbank Teacher's Association (BTA), as presented.

## ARTICLE 2: RECOGNITION

2.1 The District recognizes the Association as the exclusive representative for all certificated positions, excluding supervisory positions, management positions, day-to-day substitutes, and psychologists for purposes of the Rodda Act (California Government Code Sections 3540, et seq., Title I, Division 4, Chapter 10.7). Employees in the representation unit are comprised of but may not be limited to the following positions:

2.1.1 All probationary and permanent classroom teachers, including Adult School teachers, ~~**Around the Bell Teachers,**~~ **Child Development Teachers,** temporary employees, and long-term substitutes. For the purposes of this Agreement, long-term substitutes are defined as substitute employees the District intends to employ for a period of 75% or more of one (1) semester in a substitute position and who hold a valid California teaching credential or an emergency multiple subject or single subject permit.

2.1.2 All special teachers, including, but not limited to, Home Teachers, Curriculum Specialists, ELD Specialists, ~~**Literacy Resource Teachers, ELD Resource Teachers, SDC Teachers,**~~ Speech and Language Pathologists, ~~**Vocal and Instrumental Music Teachers, RSP Teachers,**~~ Teachers on Special Assignment, **Special Education Teachers,** Adaptive Physical Education Teachers, CTE Teachers, and RTI teachers.

2.1.3 All Nurses, Counselors, and School Librarians.

FOR THE ASSOCIATION:

04/02/2025

04/02/2025

FOR THE DISTRICT:

04/02/2025

04/02/2025

## ARTICLE 4: ASSOCIATION RIGHTS

4.1 Association Access

4.1.1 The Association and its authorized representatives shall have access in accordance with the Education Employment Relations Act. ~~It is understood and agreed that the Association and its authorized representatives shall have the right to conduct Association business, discussions, and activities on school property and utilize district facilities at all reasonable times, provided such activities or use does not interfere with classroom instruction or similar staff obligations such as faculty meetings. outside the work hours of District employees as defined in Article 9 of the Agreement. when the following conditions have been met:~~

**4.1.2 Association representatives who are not a District employee shall follow reasonable visitor sign-in procedures when visiting a District facility.**

~~**4.1.3 The Association shall have the right to use District educational technology or equipment (e.g. projectors, microphones, etc.) so long as such use does not interfere with the District's regular instructional program.**~~

~~**4.1.4 An authorized representative of the Association has obtained advance permission from the Superintendent or his delegated representative regarding the specific time, place, and type of activity to be conducted on District property; or, in the case of meetings held in school buildings for on-site bargaining unit members, the principal or his delegated representative may grant such permission, and**~~

~~**4.1.5 The Superintendent or his representative has verified that the proposed Association activities and use of facilities will not interfere with or interrupt school or District programs and/or performance of the employment duties of unit members of District employees, and**~~

~~**4.1.6 Will not directly or indirectly interfere with the right of employees to refrain from listening or speaking with an Association representative, and**~~

~~**4.1.7 The Association has agreed in advance to the payment of a reasonable fee for actual expenses related to the use of public utilities, security costs, clean-up costs, and repair of any unusual wear or damage done to District's facilities, if such reasonable fee for actual expenses is requested of the Association by the District.**~~

4.2 Association Communications

4.2.1 It is understood and agreed that the Association has the right to use the District's certificated employee organization bulletin board spaces for communication purposes. **The Association shall have the right to post notices of activities and matters of Association concern on Association bulletin boards, at least one of which shall be provided in each school or other work area in places frequented by unit members.** Bulletin board postings shall clearly identify they are from the Association or its affiliates. ~~**subject to the following conditions:**~~

**4.2.2 The Association shall have the right to use District e-mail, regular mail service, and bargaining unit member mailboxes including electronic mailboxes for communications to unit members.**

4.2.3 ~~The Association office shall be a pick-up and delivery point for regular (non-electronic) district mail upon request.~~

4.2.4 **Unit members shall have the right to access private email accounts from District computers so long as such access does not interfere with instruction.**

**4.2.5 ~~The Superintendent or designee shall provide certificated employee organization bulletin boards in each school building and other work areas frequented by unit members and will maintain said bulletin boards for use by the Association and other employee organizations.~~**

~~4.2.6 All postings for bulletin boards shall contain the date of posting and identification of the Association.~~

**4.2.7 ~~A copy of such postings shall be simultaneously delivered to the Office of the Superintendent of Schools.~~**

**4.2.8** The Association will not post information that is **so opprobrious, flagrant, insulting, defamatory, insubordinate, or fraught with malice as to lose its protection under the Educational Employment Relations Act. ~~derogatory or defamatory of the District or its personnel.~~**

4.3 The District agrees to furnish the BTA President with an electronic copy of the Agenda for each regular and special School Board meeting (except such Board meetings as may be called under Rodda Act provisions, Section 3549.1), and to deliver said Agenda copy at the time Agendas are delivered to School Board Members; and, further, to furnish the Association with copies of the supporting data immediately prior to or at the outset of the School Board meeting.

4.3.1 The Association shall have the right to request placement on the agenda, prior to the public comment section, of any regular meeting of the Board of Education. The request must be made to the Superintendent one week in advance of the meeting and shall include the topic to be presented.

4.4 It is further understood and agreed that the Association has the following additional rights:

4.4.1 Release Time for Negotiations and Grievance Processing

**4.4.1.1** A reasonable number of representatives of the Association shall have the right to receive reasonable periods of released time without loss of compensation when ~~meeting and~~ negotiating, **preparing for negotiations,** and for the processing of grievances. **~~Two (2) Around the Bell Representatives shall be released, upon~~**

~~request, to attend up to a maximum of twelve (12) Association meetings per year. Under normal circumstances, such requests shall be made at least twenty-four (24) hours before being released.~~

4.4.1.2 Two (2) ~~Around the Bell~~ Child Development Representatives shall be released, upon request, to attend up to a maximum of twelve (12) Association meetings per year. Under normal circumstances, such requests shall be made at least twenty-four (24) hours before being released.

4.4.2 The officers and appointed leaders of the Association~~, upon approval of the site administrator,~~ may conduct official Association business during on-site duty time, provided that such business activity does not occur during their scheduled student contact time or involve other unit members during their duty time. The Association recognizes the professional responsibility to be prepared for class and student needs at all times during working hours. Should the principal be aware of violation of this Article, the principal shall follow due process to remedy the problem. The site administrator and BTA President may make other arrangements for conducting routine Association business.

**4.4.3** ~~**The Association President shall transmit to the District a written listing of the names of the Association Board of Directors eligible for release time under this provision.**~~

4.4.4 The Association shall receive a maximum of twenty (20) days of **District paid** Association Release Time per school year for those individuals designated **by the Association President or their designee** ~~**in 4.4.3.**~~ The District shall pay the substitutes used under this provision. **These twenty (20) days are separate and apart from the release time found in 4.4.1.1 and 4.4.1.2, provided to the Association President in the appropriate side letter, or release fully paid for by the Association for other Association activities.**

**4.4.5** Release time used under this provision shall not be used for any activity which is violative of this Agreement, for organizing any concerted activity against the District, or for any political activities **disallowed by law,** ~~**except lobbying on non-employment related legislation,**~~ **or for any other purpose inconsistent with the Educational Employment Relations Act, Education Code, or other applicable law.** ~~**unrelated to the Association's representational obligations as the exclusive representative of the bargaining unit.**~~

**4.4.6** ~~**During a school semester, each designated individual as per Article 4.4.3 shall be eligible to use no more than four (4) days of release time under this provision. The President of the Association may request the Superintendent or Designee to consider granting additional release days should unusual \circumstances arise.**~~

4.4.7 To receive Association release time under this provision, the designated

individuals as per Article 4.4.~~3~~4 shall provide 48 hours written notice to the principal or immediate supervisor, and the Superintendent or designee. The Superintendent or designee may grant exceptions to this time limit under unusual circumstances. The Association will make reasonable efforts to avoid the use of release time on Mondays, Fridays, and other special days of high substitute need.

**4.5 ~~New Employee Orientation It is agreed and understood that the District will provide the Association with the names, position titles, and work locations of its bargaining unit members. New employees will be specifically identified. The District will also provide a list of unit members who were terminated during the previous year. The District will furnish the lists named above on or about August 15, October 15, and February 15. In May the District will provide a list of current year terminations, with retirees noted.~~**

**4.5.1 ~~Each time a person is newly employed in a position in the bargaining unit, the District shall inform them of their employment status, rights, benefits, duties and responsibilities, and other employment related matters.~~**

**4.5.2 ~~The District shall provide a annual new bargaining unit member orientation for all newly hired bargaining unit members to take place no later than seven (7) days prior to the first day of classes, except when no new bargaining unit members are commencing employment at the start of the given year. Any bargaining unit member(s) hired after the start of the school year shall be provided an in-person orientation/onboarding within twenty-one (21) calendar days from the date of hire. New bargaining unit members shall be paid the appropriate other hourly rate as found in Exhibit F, for the duration of these required orientation/onboarding meetings when orientations occur outside the contract year and/or day. The District may require completion of pre-hire paperwork as a condition of being paid for attendance at the annual new hire orientation prior to the first day of classes.~~**

**4.5.3 ~~The District and Association shall make best efforts to mutually agree on dates, times, and locations for new bargaining unit member orientations/onboarding. If the Association and District cannot agree on a date, time, and location for orientation/onboarding meetings, the District must provide no less than twenty-one (21) calendar days written notice in advance of the annual orientation meeting or ten (10) calendar days written notice in advance of other orientation/onboarding meetings that may occur throughout the year.~~**

**4.5.4 ~~For the annual orientation/onboarding meeting prior to the start of classes the Association shall be provided no less than three and a half (3.5) hours of uninterrupted time to communicate with bargaining unit~~**

~~members. Such time will not be provided at the end of the day unless the Association requests to be placed at the end of the agenda. District administration shall not be present during Association time, unless the Association requests specific administrators remain present. For other orientation/onboarding meetings that may occur throughout the year the Association shall have no less than one (1) hour of uninterrupted time to communicate with the new bargaining unit member(s).~~

4.5.5 ~~If the annual orientation/onboarding meeting is not held on District property or is long enough to include a meal period, the Association and District may agree to a reasonable division of location and meal costs per past practice.~~

4.6 ~~Employee Information~~

4.6.1 ~~The District shall provide the Association with a list of all bargaining unit members' names and information on August 15, October 15, and February 15 of each year. The information will be provided to the Association via password protected Excel spreadsheet and shall include the following information, with each field listed in its own column:~~

- 4.6.1.1 ~~First Name~~
- 4.6.1.2 ~~Middle Initial~~
- 4.6.1.3 ~~Last Name~~
- 4.6.1.4 ~~Suffix (e.g. Jr., III)~~
- 4.6.1.5 ~~Home Street Address~~
- 4.6.1.6 ~~Home City~~
- 4.6.1.7 ~~Home State~~
- 4.6.1.8 ~~Home Zip Code (5 or 9 digits)~~
- 4.6.1.9 ~~Home telephone number (10 digits)~~
- 4.6.1.10 ~~Personal cellular telephone number (10 digits)~~
- 4.6.1.11 ~~Personal (non-District) Email Address~~
- 4.6.1.12 ~~School Site~~
- 4.6.1.13 ~~Grade Level/Assignment~~
- 4.6.1.14 ~~Date of Hire~~
- 4.6.1.15 ~~Birth date~~
- 4.6.1.16 ~~Full Time Equivalent (FTE) Status~~
- 4.6.1.17 ~~Employment Status (e.g. Probationary, Permanent, Temporary, etc.)~~
- 4.6.1.18 ~~Type of Credential (e.g. Clear, Preliminary, Short-Term Staff Permit, Provisional Internship Permit "PIP" or College Internship, etc.)~~
- 4.6.1.19 ~~Last Four of SSN~~
- 4.6.1.20 ~~BUSD Employee Identification Number~~

4.6.2 ~~The District shall provide the Association the "BTA Information Sheet" for~~

~~each newly hired bargaining unit member as they are hired, but in no case more than 7 calendar days from the date the new bargaining unit member signs their contract. "Newly hired bargaining unit member" shall include any bargaining unit member whether permanent, full time, part time, hourly, temporary, R.T.I., or long term substitute, who either is hired by the District for the first time or reemployed by the District in the bargaining unit after a lapse in service.~~

**4.7** The Association shall be granted the right, upon request, to consult with the District on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks. Additionally, the District recognizes the right of the Association to voice its views in the formulation of educational policy. **In order to effectuate these rights, the District shall provide the Association notice when major changes are being considered to educational objectives, course content and curriculum, textbooks, or educational policy.**

4.8 When an immediate supervisor or District representative requires an employee in the bargaining unit to attend a meeting with the immediate supervisor during the employee's duty hours, the employee shall attend such required meeting. Such required meeting will be rescheduled by the immediate supervisor or District representative for a time outside of duty hours under the following conditions:

4.8.1 The employee has the legal right to Association representation at such required meetings; and

4.8.2 The employee requests Association representation prior to or at the required meeting; and

4.8.3 No Association representative is available for the required meeting as originally scheduled.

**4.9** The District **shall** ~~**will make every effort to**~~ notify the Association **President and Executive Director in writing** when a new committee which may include unit members is formed, or if it is necessary to replace unit members on an existing committee. The Association will exercise its option to appoint or replace ~~**to consult with the District on the appointment or replacement**~~ unit members to these committees. If the Association does not respond within 10 working days**, the District may proceed with committee meetings without an Association representative. In the case that the Association does not respond within 10 working days to the District's original written notice, the Association may appoint representatives to the committee for inclusion at the next committee meeting so long as notice of the appointment is given to the District at least 5 working days before the next committee meeting and with the understanding that the late appointment shall not disrupt the committee's work.** ~~**all consultation rights for that committee will be deemed to have been waived. Both parties agree that Section 4.8 is not grievable.**~~

4.10 The Association shall have the right to consult with the District in the LCAP process independently. A committee consisting of the Association Lead Negotiator, the Association Executive Director, the Association President or Designee, and any interested unit members shall meet with the District quarterly to provide input during the LCAP process.

FOR THE ASSOCIATION:

04/02/2025

04/02/2025

FOR THE DISTRICT:

04/02/2025

04/02/2025

## ARTICLE 9: HOURS OF EMPLOYMENT

9.1 PURPOSE

9.1.1 A major purpose of the Article is to allow the District to take full advantage of the incentives contained in Education Code Sections 46200 through 46203 added by SB 813 (1983), Chapter 498 of the Statutes of 1983. The District may act to ensure that it can provide in any year the minimum number of days and instructional minutes to take full advantage of the incentives in these statutes. The parties also understand and agree that Chapter 498 of the Statutes of 1983 has amended Education Code Sections 46142, 46144, 46145, and 46147. It is the intent of the District and the Association to comply fully with Education Code Sections 46141 through 46147. It also is the intent of the parties to offer no less instructional time in any year than the amount of instructional time fixed for the 1982-83 school year (Education Code 46202).

9.2 INSTRUCTIONAL DAYS

9.2.1 There will be a total of 180 instructional days at all instructional levels in the regular TK-12 program of the District. The total number of workdays, instructional and non-instructional, in the regular work year for the full-time employees in this bargaining unit, except Around the Bell teachers, shall be 187 days. See Exhibits J-1 and J-3.

9.2.2 The work year for high school counselors, including the continuation high school counselor, shall be fifteen (15) days in addition to the regular work year. The work year for middle school counselors shall be six (6) days in addition to the regular work year. The number of work days for counselors may be increased by mutual agreement of the District and the Association. The work year for the head nurse shall be four (4) days in addition to the regular work year.

9.2.3 Nurses may be requested to work during pre-registration days at the discretion of the District.

9.3 INSTRUCTIONAL MINUTES

9.3.1 The District has the exclusive discretion to schedule a beginning and end of the instructional day consistent with provisions of this Article.

9.3.2 The normal regularly assigned on-site hours for elementary (TK-5) full-time classroom teachers, special teachers, and long-term substitutes shall be from 8:00 a.m. to 3:00 p.m. and shall include a forty-three (43) minute duty-free lunch period.

There shall be no fewer than 18,382 instructional minutes per year at the Extended Transitional Kindergarten level. There shall be no fewer than 46,260 instructional minutes per year at the Transitional Kindergarten level. There shall be no fewer than 46,260 (beginning with the 2024 - 2025 school year)

instructional minutes per year at the Kindergarten level.

For grades 1 – 2, there shall be no fewer than 51,060 instructional minutes per student. For grades 3 – 5 there shall be no fewer than 54,410 instructional minutes per student.

9.3.2.1 There shall be shortened day schedules every Tuesday. Fourteen (14) shortened days each year shall be designated as elementary planning days on which there shall be no District or site meetings at which attendance by elementary teachers is required. Three (3) of those fourteen (14) Tuesdays will be scheduled on the Tuesdays before report cards are due. Up to four (4) of the fourteen (14) days may be scheduled for meetings, as needed, by mutual agreement of site administration and site faculty. In no event shall there be fewer than ten (10) shortened days for independent planning. The site administration, in collaboration with the site certificated staff, shall determine the dates, content, and schedule of these days.

9.3.2.2 At grades 1 – 2, a regular instructional day shall be no fewer than 292 minutes, a shortened instructional day shall be no fewer than 270 instructional minutes, and a minimum instructional day shall be no fewer than 230 instructional minutes.

9.3.2.3 At grades 3, 4, and 5 a regular instructional day shall be no fewer than 317 minutes, a shortened instructional day shall be no fewer than 270 minutes, and a minimum instructional day shall be no fewer than 240 minutes.

9.3.3 The normal regularly assigned on-site hours for middle school (grades 6-8) full-time classroom teachers, special teachers, and long-term substitutes shall be from 7:50 a.m. to 3:00 p.m. and shall include a forty (40) minute duty-free lunch period. There shall be no fewer than 63,525 instructional minutes per year for grades 6-8. See Exhibit K-2. Effective the 2024-2025 school year, middle schools shall be permitted to offer zero period courses. For middle school teachers who teach a voluntary "zero period" class, assigned on-site hours shall begin at 6:50 a.m. Zero-period teachers shall have one duty-free period in which they are not required to be on campus or perform any school-related tasks.

9.3.3.1 Subject to approval by the District and the Association, all three middle schools shall be dismissed each Tuesday at 2:15 p.m. for staff collaboration and articulation. Teachers shall have a minimum of three (3) Tuesdays per semester designated as independent planning days on which there shall be no District or site meetings at which attendance by middle school teachers is required unless approved by mutual agreement of site administration and faculty. The site administration in collaboration with department chairs, shall determine the dates, content, and

schedule of these days. In addition, if there is a mutual agreement between the site administration, faculty chairperson, and department chairs, additional independent planning days in lieu of meeting days may be added on an annual basis.

9.3.3.2 The middle schools shall have two additional minimum days during the school year. The additional time provided by these two minimum days shall be used as follows:

(a) One day for teachers to work in their departments at their site.

(b) One day for teachers to work with departments from other school sites with the agendas to be determined solely by the department chairs.

(c) The dates of the minimum days will be determined each year by the Calendar Committee. The dates shall be distributed between the semesters unless the District and the Association agree otherwise.

9.3.4 The normal regularly assigned on-site hours for high school (grades 9-12) full-time classroom teachers, special teachers, and long-term substitutes shall be from 8:20 a.m. to 3:30 p.m. and shall include a forty (40) minute duty-free lunch period. For high school teachers who teach a voluntary "zero period" class, normal regularly assigned on-site duty shall be 7:20 a.m. to 2:30 p.m. There shall be no fewer than 64,800 instructional minutes per year for grades 9-12. See Exhibit K-3. In the two comprehensive high schools, there shall be a practice of three (3) minimum days at the end of each semester for the purpose of administering final exams.

9.3.4.1 To allow for pupil-free staff development, staff collaboration, and articulation at the high school level, an alternative schedule may be utilized every Tuesday. Teachers shall have a minimum of two (2) days per semester designated as independent planning days on which there shall be no District or site meetings at which attendance by high school teachers is required unless approved by mutual agreement of site administration and faculty. The site administration, in collaboration with department chairs, shall determine the dates, content, and schedule of these days. If a special schedule is enacted, there shall be no fewer than 64,800 instructional minutes per year for grades 9-12. In addition, if there is a mutual agreement between site administration, faculty chairperson, and department chairs, additional independent planning days in lieu of meetings may be added on an annual basis.

9.3.5 Each school site may develop alternative opening and closing times, consistent with the total duty hours and instructional minutes set forth herein, subject to

approval by the District and the Association. Approval by the Association shall be contingent upon a majority vote by the entire faculty through the use of a secret ballot. The District, within its discretion, may adjust class schedules and remaining employee time within the duty hours described in Section 9.3.

9.4 ASSIGNMENTS FOR MIDDLE SCHOOL AND HIGH SCHOOL

9.4.1 The normal classroom assignment for middle school and high school employees, within the hours of employment specified in this Article, shall consist of five instructional periods and one preparation period.

9.4.2 If the District determines there is a need, middle school and high school teachers may volunteer for regularly assigned on-site duty hours different from those specified in this Article without additional compensation provided such assignment does not exceed the total number of on-site duty hours or instructional minutes as specified in this Article.

9.4.3 When a need is deemed to exist by a middle school or high school principal for an employee to have six instructional periods and one preparation period, and such need is approved by the District, employees may be given the opportunity to volunteer for the additional class periods which may be scheduled before, during, or after the normal school day. Acceptance of a 0.2 FTE does not exempt teachers from professional duties.

9.4.3.1 If more than one person volunteers, the assignment will be made according to the following criteria in priority order:

(1) Possession of appropriate credentials and other state and federal accountability mandates

(2) Evidence of successful teaching experience at the grade level(s) and/or in the subject(s) applied for,

(3) Order of seniority of employment with the District.

9.4.3.2 Compensation for this additional period shall be one-fifth (1/5) of the employee's daily rate.

9.4.3.3 It is the intent of this section to provide the principal with flexibility in class offerings and staffing.

9.4.4 For middle school and high school teachers with other than a regular full-time assignment, compensation, conference periods, and prorated benefits as referred to in Article 8.1.4 shall be determined as follows:

| Number of Teaching | Portions of Required | % of Full-Time |
|---|---|---|

| Assignments | Conference Period | Assignment and Compensation |
|---|---|---|
| 1 | 1/5 | 20% |
| 2 | 2/5 | 40% |
| 3 | 3/5 | 60% |
| 4 | 4/5 | 80% |
| 5 | 1 | 100% |
| 6 | 1 1/5 | 120% |

9.4.4.1 With the exception of the additional one-fifth (1/5) conference period of unit members who have a six-period teaching assignment, all conference periods shall be taken within on-site duty time. The additional one-fifth (1/5) conference period shall be defined by the unit member with the approval of the principal.

9.4.4.2 Unit members having less than a full-time assignment and unit members teaching an additional class period may accumulate the additional preparation time for one preparation period weekly with the approval of the principal.

9.4.5 The District shall schedule a minimum of two certificated employees, one of whom shall be a site administrator, on-site during the hours of these additional class periods which may be scheduled before, during, or after the normal school day.

9.4.6 Site administrators will confer with teachers who teach zero period to provide site trainings or important staff updates in alternative methods, if reasonably possible.

9.5 EXTENDED YEAR: MAGNOLIA PARK SCHOOL

9.5.1 Certificated employees who work at Magnolia Park School may be asked to work an extended school year in addition to the regular work year.

9.5.2 If federal and/or state laws regulating special education services require a change in employee hours, the District shall meet with the Association prior to implementing any change in employee hours.

9.5.3 The daily rate of pay for certificated unit members in the Magnolia Park School extended session shall be at the same daily rate earned during the regular school year.

9.5.4 The number of work days in the extended session shall be determined by the District.

9.5.5 The selection of extended Magnolia Park School year teachers shall be at the discretion of the District subject to the following procedures:

(a) Positions shall first be offered to persons who hold the positions during the regular school year.

(b) Openings for extended session positions shall be posted at all worksites where certificated employees of the District are assigned.

(c) Permanent and probationary District employees will be considered for extended session positions before other candidates are considered.

(d) The District shall use the following criteria in priority order for selection from among extended session candidates:

(1) Possession of appropriate credentials.

(2) Evidence of successful teaching experience in applicable subjects and/or grade levels, with students who have special needs, is preferred.

(3) Order of seniority of employment with the District.

9.5.6 Certificated employees who work the extended year at Magnolia Park School shall earn sick leave credit in accordance with Article 13 - Leaves, and shall follow

procedures outlined in Article 13 regarding leaves of absence. Sick leave earned during the extended session shall be accrued to the regular school year.

9.6 AROUND THE BELL

9.6.1 The regular work year for a 12-month Around the Bell teachers shall be 246 days, or no less than the minimum number of days determined in the State Department of Education Child Development Division Contract. The regular work year for 9.5 month Around the Bell teachers shall be 193 days. The 9.5 month Around the Bell teacher shall report to work one day before school starts. Vacation days for Around the Bell teachers are included. However, Around the Bell teachers may be employed for less than 246 days but shall be considered to be full-time for the purpose of this Article; compensation shall be based upon the number of months, or parts thereof, for which the teacher is required to work.

9.6.2 Unit members assigned to Around the Bell shall be employed for a maximum of forty (40) hours per week during the Centers' normal hours of operation, 7:00 a.m. to 6:00 p.m. In calendar years when December 24th and 31st fall on a weekday,

the Around the Bell shall be closed approximately one hour early. Actual hours of assignment shall be determined by the Coordinator of Child Development Programs.

9.6.2.1 Unit members who are on duty at least six (6) hours per day in Around the Bell shall have a forty-five (45) minute duty-free lunch period.

9.6.2.2 When the Coordinator requires a unit member assigned to Around the Bell to work in excess of eight (8) hours per day or in excess of forty (40) hours per week, the employee shall receive compensation at one and one-half times the hourly equivalent of their regular salary rate. Around the Bell teachers whose regular assignment is less than forty (40) hours per week shall be paid at the hourly equivalent of their regular rate of pay if the Coordinator requires them to work beyond their regularly scheduled hours, up to eight hours per day or forty hours per week, including attendance at Open House.

9.6.2.3 One-half hour preparation time is provided for Around the Bell and State Funded Program unit members.

9.6.2.4 Unit members shall be provided two (2) paid workdays during the week before school starts in order to prepare for the upcoming school year.

## 9.7 FACTS PROGRAM

9.7.1 The FACTS Teachers will attend to the students from 8:00 a.m. or when the bus arrives, until 2:00 p.m., or until they are safely on the bus. At the time when the students are gone, the FACTS teachers will be free to take a duty-free lunch. Their workday ends at 3:00 p.m.

## 9.8 INDEPENDENT LEARNING ACADEMY

9.8.1 Workday shall be seven (7) hours with a forty (40) minute duty-free lunch. The assignment will be determined by the Independent Learning Academy Supervisor in collaboration with the ILA teacher but may begin no earlier than 8:30 a.m.

## 9.9 ADULT SCHOOL, HOME TEACHERS, AND OTHER PART-TIME EMPLOYEES

9.9.1 The normally assigned duty hours for a full-time Adult School Resource Teacher shall be comparable to those of a full-time classroom teacher. The scheduling of the work hours of the Adult School Resource Teacher shall be done by the Director of Adult Education and may include a reasonable number of evening and night responsibilities.

9.9.2 The regular work year for permanent adult school teachers shall be 32 weeks in length. Temporary and probationary adult school teacher hours and length of the semester are subject to sufficient class enrollment.

9.9.3 Adult School teaching positions are part-time positions. Assignments to these positions shall be on the basis of "assignment by the hour, pay by the hour."

9.9.4 Home teachers teaching three (3) hours per day shall receive one-half (1/2) hour of paid preparation time. Home teachers shall receive 15 minutes of paid preparation time per student per day with a maximum for any one teacher, or any student assigned to that teacher, of 60 minutes per day and a maximum of 60 minutes per week per student. Home teacher positions are part-time positions and are paid by the hour.

9.9.5 Part-time employment and assignment to any other position included within this bargaining unit shall also be on the basis of "assignment by the hour, pay by the hour."

9.9.6 There shall be no double pay for work performed in two different assignments at the same time by any employee in the bargaining unit unless specifically authorized in another provision of this agreement.

9.10 MISCELLANEOUS PROVISIONS

9.10.1 Unit members shall indicate their arrival at and departure from the work site based on site procedures to be developed by site administrators in collaboration with site-certificated staff.

9.10.2 The District shall provide relief from or compensation for elementary yard duty supervision before school and during morning recess. Compensation shall be based upon a prorated amount of Step 1, Column 1 of Exhibit 1.

9.10.3 Kindergarten teachers at each site may vote by a simple majority and by secret ballot prior to May 1st each school year, and each subsequent year, if they would like to implement a form of Divided Opening or traditional full-day kindergarten. Divided Opening would still need to provide the same number of instructional minutes, 46,260, to students, but individual sites could vote to have Divided Opening which fits within the contractual workday and still provides the required number of instructional minutes. Teachers shall be permitted to introduce and implement creative Divided Opening scenarios provided the overall instructional minutes of 46,260 are met.

9.10.4 Full work days of staff development activities must be at least six (6) hours in length, exclusive of lunch. The site administrator, in consultation with site staff, shall determine the length of the lunch period. However, the duty-free lunch period shall be no less than thirty (30) minutes in length. Lunch on district staff development days shall be sixty (60) minutes in length. Lunch on pupil-free non- staff development days may be up to ninety (90) minutes in length, at the

discretion of the unit member.

9.10.5 Assigned travel time for unit members between schools shall be work time.

9.10.6 For all full-time nurses, counselors, and librarians, the equivalent on-site duty time shall be consistent with other full-time employees unless otherwise provided for in this Article. The head nurse, whose duty hours shall be 7:50 a.m. to 4:00 p.m., shall be assigned and paid as a 120% (1.2 Full-Time Equivalent) position.

9.10.7 In collaboration with the site administrator, time shall be given to Special Education teachers, for Special Education Collaboration with general education classroom teachers to work together for purposes of consultation and lesson planning and assessments.

9.10.8 The District shall provide emergency preparedness and response training annually.

9.10.9 Teachers with general education combination classes at the elementary level shall receive a stipend of $2,000 per year. Teachers with general education combination classes at the secondary level shall receive a prorated stipend of $400 per year for each period of a combination class. **Members shall receive their first semester stipend no later than January 31 of each school year and the second semester stipend no later than June 30 of each school year.**

- An elementary combination class is two consecutive grade levels assigned to one teacher for the school year.
- A secondary combination class is two course levels taught during the same period. This is not intended to include instructional clusters such as GATE, SPED, or EL.

**9.10.10 Members shall be provided time during the pre-school week to complete the annual mandated training videos, i.e. Child Abuse, Suicide Prevention, Sexual Harassment, etc. Members will be given one hour for each training video. If the District does not provide the agreed upon time during the pre-service week, they will either provide the time at a later date that is before the video completion deadline or provide compensation at the class coverage rate for each hour not provided.**

9.11 CONFERENCES, PREPARATION TIME, AND SUBSTITUTES

9.11.1 The Conference Period of a middle school or high school teacher and the Preparation Time of an elementary or Around the Bell Teacher during on-site duty hours shall be a period of time provided primarily for the purpose of carrying out professional responsibilities related to preparation for classroom instruction and communication with parents teaching services and to the teaching and/or guidance of pupils. The preparation period should not be used for District or site-level meetings on a regular basis or for duties outside the regular assignment.

9.11.2 The parties acknowledge that unit members have a responsibility to confer with students and parents. Elementary teachers may offer parents of students the option of opting out of individual spring parent conferences.

9.11.3 Classroom teachers, Around the Bell Teachers, special teachers, nurses, counselors, and school librarians shall attend required meetings and such meetings shall be no longer than sixty (60) minutes in length. Meetings may last up to ninety (90) minutes no more than once a month, with prior notice and consultation with site leadership. Meetings that are not concluded shall be rescheduled for continuation.

9.11.4 The normal regularly assigned on-site hours for elementary and middle school counselors shall be from 7:50 a.m. to 3:00 p.m. and shall include a forty (40) minute duty-free lunch period. In addition, no counselor will be required to work beyond 3:15 p.m. on Fridays or any day prior to a holiday weekend.

The normal regularly assigned on-site hours for high school counselors shall be from 8:20 a.m. to 3:30 p.m. and shall include a forty (40) minute duty-free lunch period. In addition, no counselor will be required to work beyond 3:45 p.m. on Fridays or any day prior to a holiday weekend.

Counselors may work a flexible, schedule upon mutual agreement between the administrator and the counselor. Counselors required to work evening assignments other than Back to School Night and Open House shall be given equivalent flex time. No Counselors shall be required to do lunch supervision.

9.11.5 Participation of bargaining unit members in Individualized Educational Program (IEP), Individual Intervention Plan (IIP), 504 Plan, Individualized Transitional Program (ITP), Student Study Team (SST), and Retention meetings shall be no longer than ninety (90) minutes in length unless there is mutual agreement of all involved to continue the meeting. Meetings that are not concluded shall be rescheduled for continuation. The priority shall be to hold such meetings during the instructional day.

9.11.6 It is recognized and agreed that meetings, professional activities, and professional assignments may be called or required during on-site duty hours, but a meeting of classroom teachers before students are required to be at school shall not be called unless by mutual agreement of the site Administration and site faculty, in order that teachers may normally have this time for preparing for the teaching day.

9.11.7 School principals and other immediate supervisors shall make provision in schools and other work areas for adequate personal relief time for classroom teachers and other unit members. Time available for this purpose may include, but not be limited to, morning nutritional periods, passing times in secondary schools, recesses, and during testing blocks.

9.11.8 Under normal circumstances, a substitute teacher will be employed during the absence of a teacher. However, in an emergency situation, if no other supervision

is available, a unit member may be required to cover another unit member's class. Management will attempt to provide such coverage equitably and will consider the prior professional commitments of unit members in making such assignments.

9.11.8.1 Compensation will be paid each time a unit member covers another unit member's secondary class period at the direction of the site administrator as shown in Exhibit F.

9.11.8.2 When a unit member has covered another unit member's elementary class or students from another elementary class at the direction of the site administrator, compensation will be paid each time as shown in Exhibit F. When an elementary class must be divided into more than one class, students shall be divided equally, as much as possible, by the number of classes. Compensation will be based on Exhibit F; the hourly rate will be divided by the number of classrooms in which the students are placed.

**9.11.8.3** **For members at the Adult School, the additional hourly compensation assigned class coverage shall be the "Other Hourly (Adult Education)" found in Exhibit F. If an Adult School class must be divided into more than one class, the students shall be divided equally, as much as possible, by the number of classes. The additional hourly compensation will be divided by the number of classrooms in which the students are placed.**

9.11.9 Third, fourth, and fifth grade teachers shall receive 100 minutes per week of pupil-free time with respect to 3rd, 4th, and 5th grade students to which they are assigned. Such pupil-free time shall commence the first academic week of the first semester of each year. The pupil-free time is to provide teachers with additional preparation/planning time. The intent of this article is to provide planning time in blocks of no less than 30 minutes. On rainy days, the regular classroom may be used for student interaction not involving the 3rd, 4th, or 5th grade teacher.

## 9.12 INCLEMENT WEATHER

9.12.1 In the event schools are closed due to inclement weather or other acts of nature, bargaining unit employees shall be released from their on-site duty hours after appropriate supervision, appropriate transportation, and/or release to parents or designated persons of their students have been accomplished.

9.12.2 On an individual school basis, at the discretion of the principal, on an "inclement weather" schedule lunch periods may be reduced to thirty (30) minutes, duty-free. The "inclement weather" schedule shall be developed by the site principal in collaboration with staff with the intention of preserving the regular duty-free

lunch whenever possible.

9.13 FIELD TRIPS

9.13.1 No unit member shall be mandated to chaperone or attend a field trip outside of duty hours. This includes overnight field trips.

9.14 AFTER SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT

Members shall be eligible to receive up to four hours of voluntary, district-offered, in-person, or live-virtual (participants must have their camera turned on to verify participation), professional development outside of contract hours which shall be paid at the curriculum writing rate. This does not apply to the professional development requirements of the induction program.

FOR THE ASSOCIATION:

1/31/25

1/31/2025

FOR THE DISTRICT:

4/28/25

4/28/25

## ARTICLE 11: GENERAL EDUCATION CLASS SIZE

11.1 At all grade levels, administrators shall make adjustments and maintain reasonably balanced class enrollments consistent with student needs and the capacity of facilities, with special attention given to the numbers of laboratories and workstations where specialized equipment is used by students.

11.2 The District and the Association agree that class sizes in programs partially funded by the State or Federal governments shall be regulated by the maximum enrollment stipulations contained in applicable laws and regulations.

11.3 It is agreed and understood that each school year:

11.3.1 The administration at each site shall make a reasonable effort to ensure numeric balance in class size across all grade levels and subject areas. A joint committee consisting of the site administrator(s) and representatives of the Association shall meet during the second week of school of each semester to review the class size, full-time equivalent FTE allocations, teacher workload, work or lab stations to students, and the number of preparations. The joint committee shall also review the number of special education and special population students within the general education classroom. Problems concerning these issues shall be referred to the Superintendent or designee and the Association where they will meet in order to find solutions.

11.3.2 The District will provide the Association with copies of the October, February, and May calculations relative to annualized pupil-to-classroom teacher ratio and supporting documentation not later than when such reports are distributed to the Board of Education.

11.3.3 Upon request by the Association, the District shall provide the Association with the total number of FTEs allocated by the District for each school site at the conclusion of the second week of each semester.

11.4 ELEMENTARY GENERAL EDUCATION CLASS SIZE

11.4.1 Elementary TK – 3 shall have an average class enrollment of 24:1 at each site. (Pursuant to California Education Code section 42238.02(d)(3)(B)). When an individual teacher's class exceeds 26 students on or after the fifteenth ($15^{th}$) instructional day of the school year, then the teacher shall receive a prorated annual stipend of One Thousand Dollars ($1,000) per student over 26. Class size counts do not include SDC students.

11.4.2 Elementary grades 4 and 5 student to classroom ratio shall be 32.5:1 at each site. When an individual teacher's class exceeds 33 students on or after the fifteenth ($15^{th}$) instructional day of the school year, then the teacher shall receive a prorated annual stipend of One Thousand Dollars ($1,000) per student over 33. Class size counts do not include SDC students.

## 11.5 SECONDARY GENERAL EDUCATION CLASS SIZE

11.5.1 Teachers shall have a daily contact maximum of 170 students with the exception of physical education and other traditionally larger groups. This applies only to full-period academic courses (i.e. homeroom time is excluded) and teachers who are teaching a standard 6 period day (5 sections plus a prep). Student contacts will be prorated based on FTE. When an individual teacher's number of students exceeds the daily contact maximum, on or after the fifteenth instructional day of the semester, then the teacher shall receive a prorated stipend ~~of $100 per student per semester over the maximum.~~ **as specified in 11.5.5.**

**11.5.1.1 Proration Schedule:**
**5-weeks: 25% of the stipend**
**10-weeks: 25% of the stipend**
**15-week: The remaining 50% of the stipend**

11.5.2 Traditional larger classes in performing arts, physical education, sports teams, and similar courses will not be included in the calculation of the above daily contact maximum.

11.5.3 Individual physical education classes shall be no more than 52 students. When an individual teacher's class exceeds 52 students on or after the fifteenth ($15^{th}$) instructional day of the school year, then the teacher shall receive a prorated ~~annual stipend of $100 per student per semester over the total.~~ stipend as specified in 11.5.5 **and 11.5.1.1**

11.5.4 Teachers' Assistants (TAs) are not counted as a student rostered for cap purposes.

11.5.5 Teachers shall receive the following stipend for each student over the maximum per semester.

| Number of students over | Amount per student |
|---|---|
| 1 – 5 | $100 |
| 6 – 10 | $300 |
| 11 – 15 | $500 |
| 16 or more | $600 |

11.5.6 No individual classroom shall surpass the maximum occupancy requirements set forth by relevant law or regulation.

## 11.6 ENGLISH LANGUAGE DEVELOPMENT (SELF-CONTAINED ELA AND DESIGNATED ELD)

11.6.1 It is understood that ELD programs at elementary schools may vary in size and configuration according to student needs and that each site administration and staff will jointly develop a plan to staff those needs.

11.6.2 The parties agree that normal practice at the middle school level will provide ELD

class sizes of approximately twenty (20) students per class with an aide and that a normal full-time ELD teaching assignment is five instructional periods. The parties recognize the fact that this target will vary according to student needs and scheduling conflicts.

11.6.3 The parties agree that normal practice at the high school level will provide ELD class sizes of approximately twenty (20) students per class with an aide and that a normal full-time ELD teaching assignment is five instructional periods. The parties recognize the fact that this target will vary according to student needs and scheduling conflicts.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

4/28/25

4/28/25

## ARTICLE 15: SAFETY

15.1 **Employees shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety, or well-being. No provision of Article 15 waives a unit member's right to other recourse through administrative agencies or courts and prior exhaustion of the grievance process is not required.**

15.2 The District shall take immediate steps to investigate any alleged hazardous conditions. Upon verification by a qualified person that a hazardous condition exists, the District shall take action to alleviate such hazardous condition(s) and, provide an update to the Association and impacted employees regarding the hazardous condition and all steps taken to remediate the hazardous condition.

15.3 INTERVENTION ASSISTANCE PROTOCOL (IAP)

**A unit member may request in writing, using the Intervention Assistance Protocol (IAP) in Appendix M, that a conference be held concerning any student who presents a potential, actual, or immediate danger to the physical safety of the unit member, staff, students, or themselves. The site administrator shall promptly schedule such a conference with the unit member, and if practicable, shall include other appropriate personnel and the student's parent or guardian. The site administrator shall consider recommendations resulting from the conference and implement any actions necessary to protect the safety of the unit member, staff, or students. For students who present a potential, actual, or immediate danger to the physical safety of a unit member, staff, students, or themselves, examples of possible supports may include but are not limited to:**

1. **Instruction assistance in the form of behavioral and intervention strategies**
2. **Support from a trained behavior specialist or mental health professional**
3. **Increased individualization of program/alternate placement**
4. **Short-term instructional aid assigned to that situation**

**School and department leadership teams shall assist in this process.**

**When the IAP process is initiated by a teacher regarding a student who has an Individualized Education Plan (IEP) and the teacher is not the student's case carrier, the IAP process shall involve the case carrier. Unit members are encouraged to reach out to the case carrier before initiating the IAP process for a student with an IEP.**

**Nothing in this section shall interfere with or restrict the normal administration of student discipline. The IAP process shall not be used for student behaviors that are not a potential, actual, or immediate danger to physical safety of unit members, staff, or students, such as willful defiance.**

15.4 It is recognized, understood, and agreed by the parties to this Agreement that an

employee, to the extent permitted by Education Code Section 44807 may, use reasonable force in the performance of his or her duties for self-protection or protection of students or other employees. An employee also may take reasonable action for protection of the District, student, or employee property to the extent permitted by Education Code Section 44807. It is further recognized, understood, and agreed that under all such circumstances, an employee must exercise mature judgment and must act and react in a reasonable and prudent manner. Ed Codes 49079, 48904, and 48905 will be followed in regard to safety.

15.5 Employees shall immediately report cases of assault suffered by them in connection with the performance of their duties to their immediate supervisor, who shall thereupon immediately report the incident to the Police, and then to the Superintendent.

15.5.1 Protocol for Personal Threats Toward Burbank USD Employees

Workplace violence and physical or electronic threats of violence by employees, students, **parents/guardians**, or others toward BUSD employees will not be tolerated. Violators may be prosecuted under California Penal Code §422 and student suspension or expulsion from school may result under California Education Code §48900 (a)(l).

When a threat of any type is made against a staff member either while performing or related to their BUSD job duties, employees shall notify their School Principal or Department Administrator immediately or as soon as reasonably possible and complete the District's Threat Towards Employees Protocol paperwork (which can be found on the District website). The form shall be provided by their School Principal or other site administrators.

15.6 The Superintendent shall comply with any reasonable request from the employee who suffered from the assault for information in the possession of the Superintendent relating to the assault or persons involved.

15.7 ~~**Employees shall not be required to work or to perform tasks in facilities that endanger their health or safety.**~~ To the extent that is reasonably possible, the District shall maintain, and refill its emergency supply kit systems at all schools (Classroom Backpack and Bucket Supply Lists). The District shall notify employees of the location of such supplies. School Site Safety Committees shall notify site administrators when kits need to be replaced or refilled, may make recommendations for changes to the minimum requirements for the kits, and may utilize outside funds or solicit donations to supply additional items beyond the minimum requirements for the kits. Employees shall report promptly to their immediate supervisor all conditions considered to be hazardous to the health and/or safety of pupils and/or employees.

15.8 SUSPENSION OF STUDENTS BY TEACHERS

A teacher may formally suspend a pupil from the teacher's class for the remainder of the day and for the following day for ~~**conduct that seriously disrupts the instructional process, including willful defiance of authority, repeated class interruptions, or disruptions**~~ **acts enumerated in Education Code Section 48900.**

15.8.1 Such student conduct must be either repeated or so serious that there are no reasonable lesser disciplinary and control options available;

15.8.2 Suspended students shall not be reassigned to another class during the class time affected by the suspension action, and shall not be returned to the teacher's class during the period of such suspension without the agreement of the teacher.

15.8.3 Teachers utilizing this authority shall immediately (i) report the suspension to the principal or designee, (ii) notify the parents of the suspension and the reasons as soon as possible, and (iii) arrange a meeting of the teacher, the parents, the student's counselor, and an administrator or other appropriate representative of the school. The school administration shall upon request provide consultation and assistance in such suspension process.

15.8.4 The District shall make available in all schools a District form, provided by the site administrator, to be used by a teacher in the event the teacher suspends a pupil from his or her class in accordance with this provision.

15.9 It is recognized, understood, and agreed that the District and teachers share a joint responsibility for encouraging and supporting the resolution of pupil discipline problems. The District from time to time shall publish guidelines and copies of various laws concerning student discipline, and make them available to teachers.

15.9.1 Notification Regarding Students with History of Unsafe Behavior

The District shall give notice to all teachers and counselors who are assigned a student, promptly after the District becomes aware that any of the following has occurred during the prior three years:

a. The student has been expelled from school (including the reason for the expulsion);

b. The student has been convicted of a crime of violence or of a crime involving carrying or using a weapon, or of a crime against the property, students, or personnel of a school district;

c. In a school-related context: the student has assaulted or intentionally caused physical injury to another, threatened bodily harm to school personnel, possessed a weapon, committed lewd

or obscene acts, or engaged in serious or repeated sexual harassment.

It is understood that there are broader notice requirements required by the Education Code (many of which are of doubtful interpretation and practicality), but the Association and the District have decided for purposes of emphasis that the above matters are at the core of such disclosure requirements from a safety perspective and therefore should be included in the Agreement.

Any such information conveyed to an employee shall be received and retained in strict confidence for the limited purpose of assisting the student's rehabilitation and protecting the unit member, students, and others, and shall not be disseminated or mentioned to others, except for private discussion on a "need to know" basis with authorized school personnel, the student's parents or law enforcement personnel.

Nothing in this section 15, or any grievance arising under this section 15, shall create civil liability or damages liability on the part of the District.

**15.9.2 Student-Related Safety Training**

**Employees assigned to work with a student whose individual education plan (IEP) identifies emotional and/or behavioral goals or a student with identified emotional and/or behavioral needs that indicate the student may be a safety risk may request training specific to these circumstances. Such requests will be submitted in writing to the employee's immediate supervisors who will respond in writing in a timely manner. In the event a request is denied, a written explanation of the denial will be provided. The employee may appeal the immediate supervisors denial to the Superintendent or their designee.**

15.10 Employees shall comply with the District's reasonable rules, regulations, and directives designed to provide a safe and healthy work place.

15.11 **The District shall provide emergency preparedness and response training annually. The Association shall provide input on the training topics. The Association and the District shall collaborate to develop and implement policies and procedures related to responding to an active shooter or other acts of violence on or near campus by August 2025.**

15.12 EMPLOYEE IDENTIFICATION AND VISITORS ON CAMPUS

15.12.1 The District shall annually provide an employee identification badge to each employee to be worn at all times when on District property or at District or school activities. One (1) replacement badge shall be provided annually upon the request of the employee. An additional replacement badge shall be provided if the District determines that the loss or damage was not a result of employee negligence. However, badges lost or damaged as a result of negligence will be supplied for a $5.00 replacement charge.

15.12.2 A teacher shall have the right to refuse entry into the classroom by any person until such individual(s) have obtained and presented an appropriate visitation permit from the school office or proper employee identification. Employees shall report all suspected trespassers as soon as possible to the principal. The District shall post an appropriate notice at the main entrance to each school site indicating that visitors must obtain permits.

## 15.13 PROPERTY LOSS REIMBURSEMENT

The District, in accordance and consistent with the following provisions, shall reimburse employees for any verified loss, damage or destruction of personal property suffered while performing services to the District or while such personal property is on District premises. Reimbursement shall be conditioned upon the absence of negligence by the employee. The value of any item lost, damaged, or destroyed without fault of the employee shall be determined as of the time of the verified loss, damage, or destruction and shall include a normal allowance for depreciation.

15.13.1 Such reimbursement to employees shall be made only if the value is more than $25.00. The maximum reimbursement for any one incident shall be $700.00, except in the case of vehicles where the maximum reimbursement shall be $1,250, or the vehicle insurance deductible, whichever is less. The total reimbursement for all loss, damage, or destruction of personal property for all employees and/or all incidents under these provisions shall not exceed $7,500.00 in any fiscal year and is supported by a copy of the final receipt.

15.13.2 Reimbursement is provided only when approval for the use of the personal property in the schools was given before the personal property was brought onto District premises or before use while performing services for the District. All such prior approval shall be in writing on a District-approved form available through the Business Services Office. Exceptions to such prior approval shall be eyeglasses, hearing aids, dentures, watches, personal electronic devices, or articles of clothing necessarily worn or carried by the employee or vehicles.

15.13.3 Claimants shall file a claim, on a District-approved form, within fifteen

(15) working days of the incident with Fiscal Services. Fiscal Services shall conduct such investigation as may be necessary. The burden of proof in all cases is with the employee seeking reimbursement.

15.13.4 Where reimbursement involves a vehicle, an affidavit shall be submitted to Fiscal Services by the employee, attesting to the fact that the loss, damage, or destruction occurred while the employee was performing services for the District or such vehicle was on District premises. If there is damage or destruction of a vehicle, two (2) written estimates from licensed repair facilities of repair cost shall be provided to Fiscal Services. If the damage or destruction is $1,250 or less, the District payment shall be limited to the amount of the lowest estimate and supported by a copy of the final receipt.

15.13.5 If the employee receives any payment from an insurance carrier for which the District gave reimbursement, the employee shall repay the District if such payment from an insurance carrier covers the same loss, damage, or destruction covered by the District. The District shall, in addition, have all

rights of subrogation; and the employee shall execute all assignments and other documents, and cooperate and perform all other acts as required by the District in pursuing such rights of subrogation.

15.14 The District agrees to establish an ongoing safety committee which shall meet twice annually. The safety committee shall include four (4) representatives appointed by the Association and four (4) representatives appointed by the Superintendent or designee. The function of this committee shall be to monitor and review District safety issues and the committee shall act in an advisory capacity to the District.

15.15 Appropriate operations and maintenance personnel shall inspect suspected asbestos-containing material for damage or deterioration annually. Should friable asbestos be found, the District shall follow Federal Environmental Protection Agency (EPA) guidelines in reporting the findings to required groups. The friable asbestos shall be abated following EPA Guidelines.

15.16 ACCOMMODATIONS

The District shall make available in each work location restroom and lavatory facilities exclusively for the employees' use, and where feasible within the existing building structure, an employee rest area shall be provided for use during lunch periods and breaks.

FOR THE ASSOCIATION:

Bill Kehl

Alex Moore 01-31-25

FOR THE DISTRICT:

1/31/25

2/20/2025

## FLOW CHART – INTERVENTION ASSISTANCE PROTOCOL

### 1) Identify the Issue

The IAP's intended use is for student behavior that poses a potential, actual, or immediate danger to staff and students. If you are experiencing difficulty with these issues proceed to the next step.

### 2) Set up Meeting w/Supervisor

Before initaiting the IAP process you must meet with your immediate supervisor to attempt to resolve the issue. Employees are entitled to Association representation in this meeting if they request it. If the supervisor is unable to meet promptly with the unit member, the unit member may initiate the IAP process without this meeting.

### 3) Initiate IAP Process

Inform your immediate supervisor you are initiating an IAP. Complete the form in Appendix M-2.

The immediate supervisor will meet with appropriate District level administration as needed for assistance.

### Ten (10) Working Days

The immediate supervisor has ten (10) working days to respond to an IAP.

### 4) District Administration Referral

If the resolution from the immediate supervisor is not satisfactory, then the issue will be referred directly to the appropriate administrator of secondary or elementary education. The director or their designee shall meet with the employee and seek a resolution. Employees are entitled to Association representation in this meeting if they request it.

### Ten (10) Working Days

District administration has ten (10) working days to respond to an IAP.

### 5) Resolution or Grievance

If no response or resolution is found by Human Resources after ten (10) days, then the member may intiaite the Grievance Procedure (Article 6).

## INTERVENTION ASSISTANCE PROTOCOL (IAP) FORM

A unit member may request in writing, using the Intervention Assistance Protocol (IAP) in Appendix M, that a conference be held concerning any student who presents a potential, actual, or immediate danger to the physical safety of the unit member, staff, students, or themselves. The site administrator shall promptly schedule such a conference with the unit member, and if practicable, shall include other appropriate personnel and the student's parent or guardian. The site administrator shall consider recommendations resulting from the conference and implement any actions necessary to protect the safety of the unit member, staff, or students. For students who present a potential, actual, or immediate danger to the physical safety of a unit member, staff, students, or themselves, examples of possible supports may include but are not limited to:

1. Instruction assistance in the form of behavioral and intervention strategies
2. Support from a trained behavior specialist or mental health professional
3. Increased individualization of program/alternate placement
4. Short-term instructional aid assigned to that situation

Reminders:

- Unit members are encouraged to reach out to the case carrier before initiating the IAP process for a student with an IEP.
- The IAP process shall not be used for student behaviors that are not a potential, actual, or immediate danger to physical safety of unit members, staff, or students, such as willful defiance.

---

1) Date of the Request: _____

2) Individual(s) Making the Request: _____

3) School or Department: _____

4) Has the issue been brought to your immediate supervisor? Yes / No

5) Please describe the issue(s) or concerns that you request be reviewed (attach additional sheet if needed):

_____

_____

6) Which solution(s) do you wish to be considered?

   - ○ Instructional assistance in the form of behavioral and intervention strategies
   - ○ Support from a trained behavior specialist or mental health professional
   - ○ Increased individualization for program/alternate placement
   - ○ Short-term instructional aid assigned to that situation
   - ○ Other (attach additional sheet if needed):

     _____

## ARTICLE 30: DEPARTMENT CHAIRPERSONS AT THE MIDDLE SCHOOLS AND HIGH SCHOOLS

30.1 Effective January 1, 2016, there shall be a minimum of six (6) Department Chairpersons at each of the two comprehensive High Schools and at each of the three (3) Middle Schools. The determination of which department will receive a Department chairperson each year is within the sole discretion of the principal or designee after input from the teachers at each of the sites. Small departments may be grouped to form a unit that will receive a Department Chairperson.

30.1.1 Department Chairpersons shall be elected based on the procedures set forth in section 30.1.1.1. The principal may remove a Department Chairperson only after written notice has been given that states the deficiency, subject to just cause, and only after the Department Chairperson has had a period of thirty (30) days from the date of notification to correct the deficiency.

30.1.1.1 Department Chair Elections

a. Each department shall elect the Chair for a two (2) year term, unless the election is filling a vacancy, at which time the term will be for the remainder of the vacancy.

b. A Department Chairperson may serve two consecutive terms of up to four years. In the event that no other department member chooses to run, the department may re-elect the current Chair with a majority vote.

c. Candidates will submit their names to **site administration by the last Friday in March.** ~~**the department at the March department meeting in the spring semester in which their term expires.**~~ The Department Chairperson election will be held during April or May.

d. Candidates must have **completed (by the end of the current school year)** a minimum of two (2) years **at the site** teaching ~~**experience**~~ in the department or subject area. Candidates must teach the majority of their sections in the department. If no candidate in the department meets these criteria, all are eligible.

e. The election will be held by ~~written,~~ secret ballot, **written or electronically**.

f. All current members of the department shall receive one vote per section currently taught in the department.

g. Ballots will be distributed, collected, and counted by the principal and faculty chair. A majority of the votes cast shall determine the winning candidate.

h. In the event that no candidate receives a majority vote on the first ballot, a runoff election shall be held. The candidates in the runoff election shall be the candidates receiving the two highest number of votes.

i. In the event of a tie vote, the two candidates must agree to one of the following:

- Choose to co-chair the department;
- Serve for a one (1) year term;
- One candidate withdraws **their** ~~**his/her**~~ name from the ballot and a new election is held**, if necessary.**

j. Two teachers may run together as Co-Chairs following the same procedures for the election of a single Department Chairperson.

k. **Department chair terms expire on the last day of school.**

30.1.2 Department Chairpersons have the right to consult and make recommendations to the principal or designee on the allocation of the department's budget funds, the establishment of the department's class offerings, assignments of department members to specific classes, and the balancing of department classes. The District shall adopt a job description for the Department Chairperson which shall include the following responsibilities.

30.1.2.1 Instructional Assistance to Teachers

a. Assist teachers in the department with instruction related needs in cooperation with the principal or designee.

b. Provide support and assistance to beginning teachers as needed.

c. Encourage members of the department to assist one another through forums on subject areas within the department, sharing teaching strategies and ideas and facilitating peer assistance relationships among members of the department.

d. Disseminate information related to professional growth, such as interview opportunities and conferences.

30.1.2.2 Curriculum

a. Communicate department needs in the areas of the curriculum and related materials to and from the site administration after input from department members.

b. Provide expertise regarding the subject matter and serve as a resource to colleagues when it comes to curriculum.

c. Assume responsibility for determining textbook needs after input from department members.

d. Represent the department at meetings related to the department's area of instruction.

e. Serve as a member of the District textbook selection committee.

30.1.2.3 Implementation

a. Assume responsibility for ordering, inventory, and delivery of supplies needed by members of the department.

b. Provide information for and assist in ordering textbooks.

c. Provide information related to class scheduling needs to and from site administrators after input from department members.

d. Provide information related to department budget needs to and from site administrators after input from department members.

e. Provide information related to department classroom and equipment needs to and from site administrators after input from department members.

f. Provide information and assist in the preparation of field trip plans and scheduling of speakers related to department needs

g. Perform other department leadership duties as assigned by the principal or designee, but no more than three hours a month.

h. The Department Chairperson shall not evaluate teachers.

30.1.2.4 Communication

a. Conduct monthly department meetings as necessary to facilitate communication between department members and administrators. Other department meetings will be scheduled as needed by agreement between the principal and department chairperson. It is advised that meetings not be held during duty free lunch.

b. Communicate department needs in the area of materials and supplies to and from site administrators after input from department members.

c. May volunteer as a school representative to community organizations.

d. Disseminate information about professional responsibilities and opportunities to department members.

e. Function as department representative in meetings with the school administration and/or District administration when requested by department members or administrators with concurrence from the principal.

f. **Site administration and outgoing department chairs will communicate with the newly elected chair regarding current department issues, including, but not limited to, the master schedule for the next school year.**

30.1.3 Each Department Chairperson shall be required to attend meetings that are required of other unit members.

30.1.4 Department Chairpersons will be paid according to Exhibit F.

FOR THE ASSOCIATION:

12/12/24

FOR THE DISTRICT:

12/12/24

12/12/24

ARTICLE 35: TERM OF AGREEMENT

35.1 This Agreement shall remain in full force and effect for a period of three years from July 1, **2025**~~2022~~ to June 30, **2028**~~2025~~.

35.2 **During the term of this Agreement, either the District or Association may reopen negotiations for the 2025-2026 year for the work calendar, and two (2) articles selected by each party excluding Article 7 (Wages) and Article 8 (Health and Welfare Benefits).** During the term of this Agreement, either the District or Association may reopen negotiations for the **2026-2027**~~2023-2024 and 2024-2025~~ school years on Articles 7 (Wages), 8 (Health and Welfare Benefits), work calendars, and two (2) articles selected by each party. **During the term of this Agreement, either the District or Association may reopen negotiations for the 2027-2028 school years on Articles 7 (Wages), 8 (Health and Welfare Benefits), work calendars, and up to four (4) articles selected by each party.** Written notice to reopen must be provided to the other party prior to April 1 of each year. Upon receipt of this written notice, the District will proceed with the public notice requirements under Government Code Section 3547. Negotiations shall commence no later than May 1 of that calendar year. Pending the conclusion of negotiations, all articles will remain in effect.

35.3 Written notice to begin negotiations on a successor agreement must be provided to the other party prior to April 1 of the final year of the Agreement. Upon receipt of this written notice, the District will proceed with the public notice requirement under Government Code Section 3547. Negotiations shall commence no later than May 1 of that calendar year.

35.4 In the event that the prior year's reopener or successor negotiations have not concluded by April 1, the Article 35.2 and Article 35.3 timelines shall be suspended and shall resume no later than sixty (60) instructional days after ratification of the prior year's Tentative Agreement.

35.5 The District and the Association may reopen this Agreement or any portion thereof during the term of the Agreement by mutual agreement in writing by both parties to this Agreement.

FOR THE ASSOCIATION

04-28-25

4/28/25

FOR THE DISTRICT

4/28/25

## EXHIBIT C: SALARY SCHEDULE FOR COACHING SERVICES

### BURBANK UNIFIED SCHOOL DISTRICT
### SALARY SCHEDULE FOR COACHING SERVICES
**Effective July 1, ~~2023~~ 2024**

The Board of Education will annually plan to include in the High School Interscholastic Program positions chosen from this list according to District Policy and budgetary allowances. All positions listed below are not necessarily funded. The amounts listed below are annual stipends.

| | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 10 | STEP 15 | STEP 20 |
|---|---|---|---|---|---|---|---|---|---|
| Athletic Coordinator (1) | 8,819 | 9,012 | 9,212 | 9,407 | 9,604 | 9,801 | 10,197 | 10,589 | 10,982 |
| *Varsity Football (2) | 4,917 | 5,114 | 5,307 | 5,507 | 5,706 | 5,903 | 6,301 | 6,689 | 7,088 |
| *Assistant Varsity Football (2) | 4,429 | 4,627 | 4,820 | 5,017 | 5,216 | 5,413 | 5,806 | 6,205 | 6,598 |
| *Junior Varsity Football (2) | 4,429 | 4,627 | 4,820 | 5,017 | 5,216 | 5,413 | 5,806 | 6,205 | 6,598 |
| *Frosh Football (2) | 4,429 | 4,627 | 4,820 | 5,017 | 5,216 | 5,413 | 5,806 | 6,205 | 6,598 |
| Varsity (other sports) | 4,429 | 4,627 | 4,820 | 5,017 | 5,216 | 5,413 | 5,806 | 6,205 | 6,598 |
| Junior Varsity (other sports) | 3,990 | 4,189 | 4,381 | 4,581 | 4,777 | 4,974 | 5,369 | 5,762 | 6,157 |
| Soph, Frosh, Soph/Frosh (other sports) | 3,990 | 4,189 | 4,381 | 4,581 | 4,777 | 4,974 | 5,369 | 5,762 | 6,157 |

****Note**: Total payment for football coaches includes reimbursement for services rendered before the opening of school.

Payment schedule for other specific sports:

Baseball (4)
Basketball (3)
Competitive Cheer (3)
Cross Country (2)
Flag Football (2)
Golf (Fall) (2)
Golf (Spring) (4)
Soccer (3)
Softball (4)
Stunt (4)
Swimming (4)
Tennis (Fall) (2)
Tennis (Spring) (4)
Track (4)
Volleyball (Fall) (2)
Volleyball (Spring) (4)
Water Polo (Fall) (2)
Water Polo (Winter) (3)
Wrestling (2)

(1) Will be paid in 11 equal payments from August through June.
(2) Will be paid in 3 equal payments in August, September and October.
(3) Will be paid in 3 equal payments in November, December and January.
(4) Will be paid in 3 equal payments in February, March and April.
(5) A stipend of ~~$223~~ $227 will be paid to the Varsity Coach for each CIF playoff game in which his/her team participates, and a stipend of $124 will be paid to each Assistant Coach for each CIF playoff game in which his/her team participates.

FOR THE ASSOCIATION:

4/28/25

04-28-25

FOR THE DISTRICT:

4/29/25

**EXHIBIT F: MISCELLANEOUS SALARY RATES**

## BURBANK UNIFIED SCHOOL DISTRICT
## MISCELLANEOUS SALARY RATES
**Effective January 1, ~~2023~~ 2025**

| | | |
|---|---|---|
| Summer School Teacher | 53.46 | per hour |
| Summer School Teacher – Severely Handicapped / Autism | 66.99 | per hour |
| **Summer School TOSA** | **66.99** | **per hour** |
| **Summer School Nurse** | **66.99** | **per hour** |
| Extended Summer School Teacher / Intersession Teacher | 53.46 | per hour |
| Summer School Teacher-Adult Education | 54.14 | per hour |
| Saturday Program Teacher | 169.90 | per day |
| Home Teacher | 42.39 | per hour |
| Day-to-Day Substitute* | 206.45 | per day |
| Day-to-Day Substitute (Spec Ed)* | 216.78 | per day |
| Curriculum Writing (K-12) | 39.67 | per hour |
| Other Hourly (K-12) | 39.67 | per hour |
| Curriculum Writing (Adult Education) | 31.03 | per hour |
| Other Hourly (Adult Education) | 31.03 | per hour |
| Intervention Teaching | 53.46 | per hour |
| Secondary Class Coverage | 54.74 | per class period |
| Elementary Class Coverage | 54.74 | per hour |
| **TOSA Class Coverage** | **139.80** | **half-day (1-3 hours/sections in same classroom)** |
| **TOSA Class Coverage** | **279.60** | **full-day (at least 5 hours/sections in same classroom)** |

When a unit member has covered another unit member's elementary class or students from another unit member's elementary class or students from another elementary class at the direction of an administrator compensation will be paid each time as shown above. When an elementary class must be divided into more than one class, students shall be divided equally, as much as possible, by the number of classes. Compensation will be based on Exhibit F; the hourly rate will be divided by the number of classrooms in which the students are placed.

| | | |
|---|---|---|
| Department Chairperson-High School** | 1,735 | per semester |
| Department Chairperson-Middle School** | 1,735 | per semester |
| Completion of Clear CTE Credential | 1,870 | one-time stipend |
| Professional Mentors** | 2,245 | per year for one mentee, |
| | 4,490 | per year for two mentees |
| Induction Mentors** | 2,245 | per year for one mentee, |
| | 4,490 | per year for two mentees |
| Lead Speech and Language Pathologist** | 8,258 | per year |

Miscellaneous Unit Rate 1,538 per unit (may be applied as a percentage)

Regular Hourly Assignments (other than those specified elsewhere in this Agreement). Compensation of 16.7% of the unit member's daily rate based upon Exhibit A will be paid for each hour of professional assignment.

* Pertains to bargaining unit members only
** May be prorated for partial term of service

FOR THE DISTRICT

4/2/25

4/2/25

FOR THE ASSOCIATION

4/2/25

4/02/25

## EXHIBIT G: EXTRA COMPENSATION FOR CO/EXTRACURRICULUAR ACTIVITIES

### BURBANK UNIFIED SCHOOL DISTRICT

### EXTRA COMPENSATION FOR CO/EXTRACURRICULAR ACTIVITIES
**Effective July 1. ~~2023~~ 2025**

The school site shall annually plan to include positions chosen from this list according to District Policy, budgetary allowances, and site leadership decisions. The positions listed below are not necessarily funded.

| **High School Level Only** | **November** | **February** | **April** | **June** |
|---|---|---|---|---|
| Category A | | | | |
| Academic Decathlon | 2,394 | 2,394 | | |
| Instrumental Music | 1,427 | 1,427 | 1,427 | 1,427 |
| Vocal Music | 1,427 | 1,427 | 1,427 | 1,427 |
| ASB Advisor* | 1,427 | 1,427 | 1,427 | 1,427 |
| Drama | ~~1,197~~ 1,427 | ~~1,197~~ 1,427 | ~~1,197~~ 1,427 | ~~1,197~~ 1,427 |
| Category B | | | | |
| **Color Guard** | 1,081 | 1,081 | 1,081 | 1,081 |
| **Sideline Cheer** | 1,081 | 1,081 | 1,081 | 1,081 |
| Broadcast Journalism | 1,081 | 1,081 | 1,081 | 1,081 |
| Newspaper | 1,081 | 1,081 | 1,081 | 1,081 |
| Yearbook | 1,081 | 1,081 | 1,081 | 1,081 |
| ~~Forensics~~ Speech and Debate | 1,081 | 1,081 | 1,081 | 1,081 |
| Dance | 1,081 | 1,081 | 1,081 | 1,081 |
| Category C | | | | |
| Culinary Arts – with Catering | 521 | 521 | 521 | 521 |
| ASB Advisor (Monterey) | 521 | 521 | 521 | 521 |
| CSF Sponsor | 521 | 521 | 521 | 521 |
| Mock Trial | 521 | 521 | | |

| **Middle School Level Only** | **November** | **February** | **April** | **June** |
|---|---|---|---|---|
| ASB Advisor | 688 | 688 | 688 | 688 |
| Newspaper | 521 | 521 | 521 | 521 |
| Yearbook | 521 | 521 | 521 | 521 |
| Drama | 576 | 576 | 576 | 576 |
| Vocal Music | 688 | 688 | 688 | 688 |
| Instrumental Music | 688 | 688 | 688 | 688 |
| Spirit Squad | 521 | 521 | 521 | 521 |
| CJSF Sponsor | 430 | 430 | 430 | 430 |
| Culinary Arts – with Catering | 521 | 521 | 521 | 521 |

| **Elementary School Level Only** | **November** | **February** | **April** | **June** |
|---|---|---|---|---|
| Chorus | 344 | 344 | 344 | 344 |

| **All Levels (Site Funded)** | **November** | **February** | **April** | **June** |
|---|---|---|---|---|
| Club Advisor* | 395** | 395** | 395** | 395** |

* Or portion thereof

FOR THE ASSOCIATION:

4/28/25

04-28-25

FOR THE DISTRICT:

4/28/25

**BURBANK UNIFIED SCHOOL DISTRICT**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| SUBMITTED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Ratification of Agreement between Burbank Unified School District (Burbank Adult School) and Nexstar Media Group & KTLA |

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**Background**
Burbank Adult School 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, AABC TV, and KTLA 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, we 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 May is at 6.30%, one of the highest in Los Angeles County.

In order to expand and reach out to more members in the community, BAS plans to continue advertising its programs on KTLA during three months – July 1, 2026 through September 30, 2026, to ensure that more members of the 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 $25,000 to be paid from California Adult Education Program funds and Burbank Adult School general funds.

**Recommendation**
It is the recommendation of district administration that the Board of Trustees ratify Agreement between Burbank Unified School District (Burbank Adult School) and Nexstar Media Group & KTLA , as presented.

# MARKETING SERVICES CONTRACT

**Date of Agreement:** June 26, 2026

**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 June 10, 2026, by and between Nexstar Media Group & KTLA and Burbank Adult School.

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**Campaign Overview**

The purpose of this agreement is to outline the terms and deliverables for the Q3 2026 KTLA Multi-Platform Campaign, 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 streaming, digital, and broadcast platforms—including KTLA+ streaming (OTT/CTV), pre-roll video, display banners, homepage takeovers, and on-air integration with social extension—to deliver comprehensive exposure across television, web, and streaming audiences. The campaign will run from **July 1 through September 30, 2026**, with a total investment of **$25,000** split evenly across five tactics (20% each), combining always-on digital presence with high-impact premium placements 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 **July 1, 2026** and ending **September 30, 2026**:

**A. KTLA+ Streaming (OTT/CTV):**
:15 / :30 second spots streamed on the KTLA+ app across Connected TV platforms, including Roku, Fire TV, and Apple TV. Spots run in a non-skippable, full-episode environment for maximum viewer attention.
**Estimated to generate approximately 250,000–400,000 impressions over the campaign period.**

**B. Pre-Roll Video:**
:15 / :30 second video ads served before news content on KTLA.com and the KTLA mobile app, geo-targeted to the Los Angeles DMA. Estimated to generate approximately 200,000–280,000 impressions over the campaign period.

**C. Display Banners:**
High-impact banner units on KTLA.com utilizing run-of-site placement plus section targeting, with click-through to Client's landing page. Estimated to generate approximately 500,000–700,000 impressions over the campaign period.

**Tactics A–C provide an always-on digital presence and will run continuously throughout the three-month campaign period.**

**D. Homepage Takeover (HPTO) (2):**
Two (2) homepage takeovers, each providing 100% share of voice on the KTLA.com homepage for a full day, with all premium ad positions exclusively dedicated to Client. Ideal for a launch, sale, or event date; HPTO dates to be selected by Client and confirmed with the KTLA team.
**Two (2) homepage takeovers total are included over the campaign period.**

**E. On-Air Integration / Social Extension Content:**
A branded segment or mention within a KTLA broadcast, extended to KTLA's social channels through branded posts and video clips that amplify the on-air moment to digital audiences. Final format and schedule to be confirmed with the KTLA team.
**Impression estimates above are illustrative; final delivery will be confirmed at order with current rates.**

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**2. Compensation**

Client agrees to pay Provider a **total of $25,000** for the Campaign, allocated as follows:

| Service | Description | Amount |
|---|---|---|
| KTLA+ Streaming (OTT/CTV) | :15 / :30 spots on the KTLA+ app — Roku, Fire TV, Apple TV (est. 250,000–330,000 impressions) | $5,000 |
| Pre-Roll Video | :15 / :30 video before news content on KTLA.com & mobile app, geo-targeted to LA DMA (est. 200,000–280,000 impressions) | $5,000 |
| Display Banners | High-impact banner units on KTLA.com, run-of-site + section targeting (est. 500,000–700,000 impressions) | $5,000 |
| Homepage Takeover (HPTO) (2) | Two homepage takeovers — 100% share of voice on KTLA.com for a full day each | $5,000 |
| On-Air Integration / Social Ext. | Branded segment within a KTLA broadcast + branded social posts & video clips | $5,000 |
| **Total** | | **$25,000** |

**Payment Schedule:**

- Payment 1: $8,335 due July 1, 2026 (July flight, 7/1–7/31)
- Payment 2: $8,335 due August 1, 2026 (August flight, 8/1–8/31)

- Payment 3: $8,330 due September 1, 2026 (September flight, 9/1–9/30)

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**3. Term and Termination**

This Contract shall commence on **July 1, 2026** and conclude on **September 30, 2026**.
Either party may terminate this agreement with thirty (30) days' written notice if the other party breaches any material term.

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**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, beginning with the July 1, 2026 launch (estimated 950,000–1,310,000 total impressions across digital tactics; estimates are illustrative, with final delivery confirmed at order)
- Branding assets and ad creatives approved by Client (creative specs provided by Provider) for KTLA+ Streaming, Pre-Roll Video, Display Banners, Homepage Takeovers, and On-Air Integration / Social Extension
- Confirmation of HPTO dates and on-air integration format with the KTLA team, and a final campaign analytics report including performance metrics across all five tactics

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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**
**Human Resources Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Board of Education |
| FROM: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| PREPARED BY: | Lauren Trammell, Executive Assistant of Human Resources Services |
| PRESENTED BY: | Matthew La Belle, Assistant Superintendent of Human Resources Services |
| DATE: | August 6, 2026 |
| SUBJECT: | Consideration of Approval of the First Amendment to the Services, School Facilities License and Building Use Agreement Between Burbank Unified School District and Right At School, LLC |

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**Background**

On May 7, 2026, the Board approved an agreement with Right At School, LLC to provide before school, after school, Expanded Learning Opportunities Program (ELOP), intersession, summer camp, and other student enrichment programming at District elementary schools. This First Amendment updates the agreement to better align with District operational needs for the 2026–2027 school year.

The amendment:

- Adds District-funded Non-School Day Camp programming for children of Burbank Unified School District employees on three designated non-student workdays.
- Updates program descriptions and eligible grade levels to reflect TK through 5th grade participation.
- Revises invoicing contact information.
- Updates the District's administrative address.
- Leaves all other terms and conditions of the original agreement unchanged.

**Fiscal Impact**

The amendment establishes a projected annual District cost of $543,600, consisting of:

- $528,000 for ELOP After School programming at eleven elementary school sites;
- $12,000 for ELOP Intersession programming; and
- $3,600 for the District-funded Non-School Day Camp for employee students. Actual costs may vary based on student participation as provided in the agreement. Funding will be provided through the Expanded Learning Opportunities Program (ELOP) and other applicable District funding sources.

**Recommendation**

It is the recommendation of district administration that the Board of Trustees approve the First Amendment to the Services, School Facilities License and Building Use Agreement Between Burbank Unified School District and Right At School, LLC, as presented.

**FIRST AMENDMENT TO SERVICES, SCHOOL FACILITIES LICENSE AND BUILDING USE AGREEMENT**

**By And Between**
**RIGHT AT SCHOOL, LLC**
**and**
**BURBANK UNIFIED SCHOOL DISTRICT**

This FIRST AMENDMENT ("First Amendment") to the Parties' SERVICES, SCHOOL FACILITIES LICENSE AND BUILDING USE AGREEMENT is made and entered into effective as of **July ____ , 2026** ("Effective Date"), by and between Burbank Unified School District ("District") and Right at School, LLC, a Delaware limited liability company ("Provider"). District and Provider are referred to individually as a "Party" and collectively as the "Parties."

**RECITALS**

A. The following recitals are incorporated into and made part of this First Amendment.

B. The Parties entered into the SERVICES, SCHOOL FACILITIES LICENSE AND BUILDING USE AGREEMENT effective May 7, 2026 ("May 2026 Agreement").

C. The May 2026 Agreement has an initial term through July 31, 2027 with an agreement that the May 2026 Agreement will automatically renew from year to year thereafter unless a Party notifies the other Party of its intent not to renew according to the terms of the May 2026 Agreement.

D. The Parties desire to amend the May 2026 Agreement, for the following purposes:

   a. Updating Schedule B to include additional services related to Non-School Day Camp for BUSD Employee Students (district-funded) and updating the grade levels of the students in program; and
   b. Updating Schedule C to update the invoicing contact information; and
   c. Updating Schedule D to update the district address; and

E. All terms and conditions of the May 2026 Agreement remain in full force and effect except as expressly modified by this First Amendment. In the event of a conflict between the May 2026 Agreement and this First Amendment, the terms of this First Amendment shall control.

## AGREEMENT

NOW, THEREFORE, in consideration for the foregoing and mutual covenants contained in this First Amendment, the Parties agree as follows:

**Part A. Incorporation of Recitals**.

The Recitals set forth above are incorporated herein by reference.

**Part B. Amended Schedules B, C and D.**

The Parties' amended Schedules B, C and D, as described in the Recitals, are attached to and made a part of this First Amendment.

**Part C. Authority to Execute.**

Each Party represents and warrants to the other that this First Amendment has been duly authorized and that the person who executed this First Amendment is authorized to do so on behalf of the Party. This First Amendment may be executed in two or more counterparts.

IN WITNESS WHEREOF, the Parties executed this First Amendment on the dates set forth below.

**Burbank Unified School District ("District")**

By: _____

Title: _____

Date: _____

**Right At School, LLC ("Provider")**

By: _____

Title: _____

Date: _____

**SCHEDULE B (amended)**

## Services

Provider will operate the following programs:

Tuition-based Before School (all sites)

Tuition-based After School (all sites)

Tuition-based Non-School Day (sites TBD)

Tuition-based Summer Camp (sites TBD)

ELOP After School (all sites)

ELOP Intersession Program (sites TBD)

**Tuition-Based Programming:** The following programming applies to the 2026-2027 academic school year (180 instructional days), winter break (5 days), spring break (5 days) and summer programming (20 days) for parent or guardian students in grades TK-5th.

Before School programming from Mondays through Fridays from 7:00am - start of school during the Academic School Year.

After School programming from Mondays through Fridays from end of school day to 6:00pm during the Academic School Year.

Provider will also operate on Non-School Days to be determined by the provider and district.

Provider will offer the following discounts for recurring tuition for Non-ELOP-Eligible students whose families elect to participate in tuition-based programming: Before and After School Right Club: 50% for district employees, 10% discount for military families, and 10% discount for siblings. Provider will also accept state government-approved subsidies.

The Programs will run at the following schools pending a minimum full-time enrollment of 15 tuition-based students per school. Provider shall not be obligated to operate a program at any site that does not meet minimum enrollment requirements.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505
B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501

D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505
F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
H. Thomas Edison Elementary - 2110 W Chestnut St, Burbank CA 91506
I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**ELOP Programming:** The following payment schedule applies to the 2026-2027 academic school year (180 instructional days), winter break (5 days), spring break (5 days) and summer programming (20 days) for the district to the provider for students who are eligible for ELOP or ASES funding for students in grades TK-5th.

After School programming from Mondays through Fridays from end of school day to 6:00pm during the Academic School Year.

Provider will also operate Intersession programming on Non-School Days for 9.0 hours to be determined by the provider and district.

The Programs will run at the following schools pending a minimum full-time enrollment as outlined in Schedule C for ELOP students. Provider shall not be obligated to operate a program at any site that does not meet minimum enrollment requirements.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505
B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501
D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505
F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
H. Thomas Edison Elementary - 2110 W Chestnut St, Burbank CA 91506
I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**SCHEDULE C (amended)**

**Payments**

Section 1. District Payments to Provider (**select one**)

District will not pay Provider for any of the Services described in the Agreement.
District will pay Provider for some or all of the Services described in the Agreement.

Section 2. District Payments to Provider –

**The following payment schedule applies to the 2026 - 2027 Academic School Year of 180 days + 30 Intercession days:**

| Program | Hours | Grade Level | Projected Enrollment Per School | Cost per student |
|---|---|---|---|---|
| Elementary After School | Bell to 6 PM | TK-5th | 20 | $2,400 |
| **TOTAL Projected Cost per Elementary After School** | | | | **$48,000** |
| **TOTAL Projected Cost for all Elementary After School (11 sites)** | | | | **$528,000** |

| Program | Hours | Grade Level | Projected Enrollment per school | Cost per student |
|---|---|---|---|---|
| Intersession | 8:30 AM -5:30 PM or 8:00 AM - 5:00 PM | TK-5th | 20 | $600 |
| **TOTAL Projected Cost for Intersession per site** | | | | **$12,000** |
| **TOTAL Projected Cost for After School & Intersession** | | | | **$540,000** |

**The following payment schedule applies to the 2026 - 2027 Non School Day BUSD Employee Student camp for 3 days (8/10, 8/11, 8/12) to be hosted at Emerson Elementary, Bret Harte Elementary and Stevenson Elementary.**

| Program | Hours | Grade Level | Minimum Enrollment per school | Cost per student |
|---|---|---|---|---|
| Non School Day BUSD Employee Student Camp | 7:30AM - 4:30PM | TK-5th | 20 | $60 |
| **TOTAL Projected Cost for BUSD Employee Camp at 3 sites** | | | | **$3,600** |
| **TOTAL Projected Cost for After School & Intersession & BUSD Employee Student Camp** | | | | **$543,600** |

By mutual agreement, the District may choose to pay for additional students to attend programming at the rates outlined in Schedule C. Additional students will be billed on a per student basis once the minimums are reached.

Section 3. Invoicing and Payment – District Payments to Provider - N/A

3.1 District will pay Provider based on the minimums outlined in Schedule C

3.2 RAS will submit an invoice to District dated as of the last day of the previous service month. Payment will be due within 30 days after invoice date. For example, for services provided in September, RAS will submit an invoice dated October 31, and District will pay within 45 days of the invoice date.

3.3 RAS will submit Invoices to Matt La Belle at Mattlabelle@burbankusd.org and Tom McCoy at thomasmccoy@burbankusd.org.

3.4 District will submit payments to Account information listed on the bottom of each invoice for ACH payments.

Section 4. Provider Payments to District (**select one**)

District will not charge Provider a facility use fee or require a revenue share in exchange for Provider's use of the District's facilities.
District will charge Provider a facility use fee or revenue share for use of the District's facilities.

4.1 Provider agrees to pay the District the sum of 5% of the District's After School, parent-paid revenue at each site per year. The provider will remit payment to the District, semi-anually in February and August.

**SCHEDULE D (amended)**

**Facilities License and Building Use Agreement**

THIS FACILITIES LICENSE AND BUILDING USE AGREEMENT ("License Agreement") is entered into as of the above date by and between BURBANK UNIFIED SCHOOL DISTRICT ("District" or "Licensor"), and RIGHT AT SCHOOL, LLC a limited liability company organized under the laws of the State of Delaware ("Licensee"). The Licensor and Licensee also are referred in this Agreement each as a "Party" or collectively at the "Parties" as appropriate.

In consideration of and in accordance with the terms, covenants and conditions set forth hereinafter and in the Parties Services, Facilities License And Building Use Agreement ("Services Agreement"), the District hereby licenses to Licensee and permits Licensee to use parts of the School Facilities described in Subsection 1.2 below. Individually, each facility is a "School Facility." Collectively the facilities also may be referred to as the "Properties." Each School Facility also may be referred to in this License Agreement as a "School."

**Section 1. Specific Terms.**

**1.1 Identity and Addresses of Parties.**

**Licensor:**

Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

**Licensee:**

Right At School, LLC
909 Davis Street, Suite 500
Evanston, Illinois 60201

**1.2 Description of Properties.**

Licensor hereby licenses to Licensee, for operation of the District's or Licensee's student enrichment programs, designated spaces in the following Properties owned and operated by Licensor. The specific classrooms and other spaces in each Property to be used by Licensee shall be determined by agreement between the District or School principal at each Property and Licensee.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505
B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501
D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505

F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
H. Thomas Edison Elementary - 2110 W Chestnut St, Burbank CA 91506
I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**1.3 Effective Date.**

The Effective Date of this License Agreement shall be the same as the Effective Date of the Services Agreement

**1.4 Term**.

The Term of this Licensing Agreement shall be the same as the Term of the Services Agreement.

**1.5 Permissible Use of Properties.**

1.5.1 Licensee shall use the Properties for the purposes described in the Services Agreement and this License Agreement and shall not use or permit the Property to be used for any other purposes without the prior written consent of the District.

1.5.2 Licensee provides out of school time enrichment programs, including but not limited after school, before school, kindergarten wrap-around, preschool, winter-break, spring-break, half and full day programming, teacher in-service day programming, and summer camp (collectively, the "Programs.")

1.5.3 The Programs are parent-paid programs and will not be subsidized by the District unless the Parties have indicated otherwise in the Service Agreement.

1.5.4 The Licensee's after school, before school, kindergarten and teacher in-service day programs are limited to students enrolled in the district.

1.5.5 The restriction set forth in the previous section regarding District students shall not apply to Provider's winter-break, spring break and summer camp programs which shall be available to all children without regard for their enrollment or residence in the District.

1.5.6 The Licensor may provide authorization to Licensee to provide Programs at additional schools in the District, which authorization either Party may accept or reject in writing in their sole discretion. If both Parties approve an authorization to operate

Programs at one or more additional schools, such Programs shall be operated in accordance with and subject to this Agreement.

**Section 2. Exterior Signs.**

Licensee shall not permanently affix any signs to the exterior of the Properties without the written approval of the District. This section does not prohibit Licensee's use of temporary signs or other materials related to Licensee's programs.

**Section 3. Improvements.**

Licensee is not authorized to and agrees that it will not place or construct any improvements ("Improvements") on the Property without the prior written approval of the District. Licensee shall be deemed to be the owner of all Improvements until the expiration or sooner termination of this Agreement. The Licensee shall remove Improvements no later than the end of the Term unless directed otherwise in writing by the District.

**Section 4. Subletting and Assignment.**

Licensee shall not sublet the Property in whole or in part, and shall not assign or transfer this Agreement, or any interest herein, without the prior written consent of the District, which consent may be subject to such conditions as the District may reasonably impose. This provision does not prohibit Licensee from offering elective courses provided by third-party entities subject to the District's prior approval of such courses and entities.

**Section 5. Maintenance and Repairs.**

**5.1 By Licensee.**

Licensee shall have the obligation to use the spaces in the Properties designated for its Programs in a clean and orderly manner including placing toys and other equipment of Licensee in storage areas at the end of each program day and placing trash in containers provided by the District.

**5.2 By the District.**

The District shall have the obligation to clean, maintain and repair the Properties in all other respects.

**Section 6. Rent or License Fees**

**Provider shall pay** District the revenue share set forth in Schedule C.

**Section 7. Termination; Insurance; Indemnification.**

The termination, insurance and indemnification terms and conditions in the Services Agreement shall apply to this Licensing Agreement.

**Section 8. Notices.**

Any notice to be given hereunder shall be in the same manner set forth in the Services Agreement.

**Section 9. Miscellaneous**

**9.1 Counterparts.**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same document.

**9.2 Modification.**

This Agreement may not be modified or amended except in writing signed by both Parties hereto.

**9.3 Nonwaiver.**

No waiver by the Parties of any provision of this Agreement or of any breach by a Party hereunder shall be deemed to be a waiver of any other provision hereof, or of any subsequent breach by Licensee of the same or any other provision.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the Effective Date set forth in the Services Agreement.

| **BURBANK UNIFIED SCHOOL DISTRICT** | **RIGHT AT SCHOOL, LLC** |
|---|---|
| _____ | _____ |
| By | By |
| Date: _____ | Date:_____ |

**SERVICES, SCHOOL FACILITIES LICENSE AND BUILDING USE AGREEMENT**

By and Between:

**RIGHT AT SCHOOL, LLC**

and

**BURBANK UNIFIED SCHOOL DISTRICT**

This SERVICES, SCHOOL FACILITIES LICENSE AND BUILDING USE AGREEMENT ("Agreement") is entered into this 7th day of May , 2026 (the "Effective Date") by and between Right at School, LLC (the "Provider" or "Licensee"), and the BURBANK UNIFIED DISTRICT (the "District" or "Licensor"). The Provider and the District are referred to in this Agreement as the Parties or individually as a Party.

## RECITALS

A. The District and the Provider wish to enter into an agreement that defines their relationship, describes services that the Provider will provide for and on behalf of the District, and establishes the manner in which services will be provided.

B. The Provider has expertise in providing services of the type described in this Agreement and has the necessary knowledge, skill, and experience to provide those services for the District.

C. The District desires to retain the Provider to provide the services described in this Agreement at the schools listed in this Agreement or any of the Schedules incorporated herein.

D. The Parties agree that Right At School will operate the District's enrichment programs at the schools set forth below as of the Effective Date. Programs include summer camp and/or other enrichment programming, including, but not limited to, Grades 2-5 before & after school (180 days), winter-break (5 days), spring-break (5 days), summer programming (20 days), half and full day programming, and teacher in-service day programming.

E. The District may provide written authorization to Right At School to operate the District's enrichment programs at one or more schools, which authorization Right At School may, in writing, accept or reject in its sole discretion.

F. If Right At School accepts the authorization to operate the District's enrichment programs at one or more schools, such programs shall be operated in accordance with and subject to this Agreement.

G. This Agreement includes a License and Facilities Use Agreement that authorizes Provider to use the District's facilities to operate the District's out-of-school-time programs and authorizes Provider to operate Provider's summer camp and other camp programs in School Facilities when the District's schools are not in operation, subject to the terms and conditions set forth in Schedule D.

H. This Agreement includes the following Schedules which are fully incorporated herein.

Schedule A: General Terms and Conditions
Schedule B: Services
Schedule C: Payments (if applicable)
Schedule D: School Facilities License and Building Use Agreement

## AGREEMENT

Section 1: Incorporation of Recitals and Schedules. The foregoing Recitals and Schedules are incorporated into and made a part of this Agreement.

Section 2: School Facilities; Authorized Use.

2.1 The District is the owner of the school facilities identified in Schedule B of this Agreement (the "School Facilities").

2.2 The District authorizes Provider to operate District's out-of-school time programs at the School Facilities.

2.3 The District also authorizes Provider to operate Provider's summer and other camp programs at the School Facilities when the School Facility is not in session and subject to the additional terms and conditions set forth in Schedule D.

Section 3. Term; Renewal.

3.1 Initial Term. This Agreement is for a term commencing on the Effective Date and continuing through July 31, 2027 (the "Term"), unless the Agreement is terminated sooner in accordance with the terms of this Agreement.

3.2 Renewal. After the Term of this Agreement, the Agreement will automatically renew on a year to year basis, unless either Party provides written notice to the other Party no later than sixty (60) days prior to the then applicable Termination Date of the notifying Party's intent not to renew the Agreement for another year.

Section 4: Minimal Enrollment in Parent-Paid Programs

4.1. Right At School requires that a minimum of 15 students be pre-registered in each parent-paid program prior to the start of the academic year. If the number of pre-registered students in a parent-paid program is below 15 on or after 45 days before programming begins, Right At School may choose to close or consolidate the program with two (2) weeks' written notice. This section applies only to fully or partially parent-paid programs. It does not apply to fully District-paid programs. In fully District-paid programs, the Parties will agree upon enrollment requirements in Schedule C.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

| BURBANK UNIFIED SCHOOL DISTRICT | RIGHT AT SCHOOL, LLC |
| --- | --- |
| By: Jason Hasty | By: |
| Its: Assistant Superintendent, Business Services | Its: |
| Date: 07/23/2026 | Date: |

## SCHEDULE A

## GENERAL TERMS AND CONDITIONS

These Terms and Conditions apply to the provision of Services by Right at School, LLC (referred to herein as "Provider") identified in the SERVICES, LICENSE AND SCHOOL FACILITIES USE AGREEMENT (referred to herein as the "Agreement") to which this Schedule is attached. These Terms and Conditions are incorporated into the Agreement and together with the Agreement and other Schedules identified therein form the binding terms of the agreement between the Provider and the District.

Section 1. Incorporation of Recitals. The foregoing Recitals are incorporated into and made a part of these Terms and Conditions.

Section 2. Scope of Services. The Provider agrees to provide the Services described in Schedule B to the Agreement (the "Services") in accordance with and subject to these Terms and Conditions.

Section 3. Statement of Work. The Provider or its subcontractors will be responsible for performing the Services; providing all materials necessary for the Services; and paying all taxes, employees' salaries or contracts, and other expenses associated with performing the Services. The Provider or its subcontractors will be responsible to direct and control the performance of the Services on a day-to-day basis and to provide and supervise all personnel who perform the Services. The District, from time to time, may request changes to the scope of Services.

Section 4. Independent Contractor. The relationship between the Provider and the District shall be that of an independent contractor.

Section 5. Schedule for the Services. The District and Provider will cooperate to develop a schedule for the Services that is mutually agreeable to the Parties. For each session, the schedule will include the starting and ending time, the location or locations in the School Facilities where the Provider will perform the Services, and any other information that the Parties mutually deem appropriate.

Section 6. Enrollment of Students. The District will assist Provider in enrolling students in Provider's programs by providing information regarding the Provider's programs to parents and guardians. The District also will provide information about students to Provider, including student and parent names, grades, and email addresses, within 30 days of the effective date of this Agreement. Provider and each School will collectively disseminate Right at School programming announcements and information to students and families.

Section 7. Tuition; Fees Paid to District. The Provider shall be solely responsible for charging and collecting tuition and fees from the parents and guardians of students enrolled in the District's or Provider's programs operating in the School Facilities. Subject to the terms and conditions in Schedule D, the Parties may agree that Provider will pay to the District a portion of the tuition and fees Provider collects for the Services to compensate the District or designated school for the use of School Facilities and other District and school resources.

Section 8. District Subsidies and Payments. This Section applies only if the District is providing a subsidy to support some or all of the Services. Where the District has determined it will cover some or all of the cost of program tuition for District students, the District shall pay Provider directly in the amounts and on the schedule set for in Schedule C to the Agreement ("the Program Fee"). For all other students and/or portion of students' fees, Provider shall be solely responsible for charging and collecting tuition from the parents or legal guardians of enrolled students. The Program Fee or any portion thereof not received within ten (30) days after its due date (the "Delinquency Date") shall automatically (and without notice) incur a one-time late charge of five percent (5%) of the delinquent amount. Further, in addition to any rights provided to Provider in this Agreement, any portion of the Program Fee not paid prior to the Delinquency Date shall bear interest from the Delinquency Date at the "Delinquency Interest Rate" of five percent (5%) per annum. Notwithstanding the above, if the Delinquency Interest Rate exceeds the maximum interest rate allowed by law, the Delinquency Interest Rate shall be reduced to the highest rate allowed by law. By mutual written agreement, the District and Provider may add additional dates of service, services, and rates to the Provider Fee Schedule.

Section 9. Staffing by Provider. The District has retained the Provider to perform the Services because of its expertise and the skill and experience of its professional staff and personnel, and the skill and experience of its subcontractors. The Provider must maintain and use sufficient staff to effectively fulfill the Provider's obligations under the Agreement, and the Provider's personnel, and any subcontractor's personnel, must be fully qualified to perform their respective duties.

Section 10. Confidential Information.

10.1 Acknowledgment of Confidentiality. The Parties acknowledge that they may be exposed to confidential and proprietary information of the other party including, without limitation, curriculum and instructional materials, other technical information (including functional and technical specifications, designs, analysis, research, processes, computer programs, and methods), business information (including marketing, financial, and personnel information), intellectual property, trade secrets, and other information designated as proprietary or confidential expressly or by the circumstances in which it is provided ("Confidential Information"). Confidential Information does not include (i) information already known or independently developed by the recipient, (ii) information in the public domain through no wrongful act of the recipient, or (iii) information received by the recipient from a third party who was free to disclose it.

10.2 Covenant Not to Disclose or Misuse Confidential Information. Each Party agrees that, with respect to the other Party's Confidential Information, it shall not, without the other Party's prior written approval, use, disclose to third parties, alter, or remove the Confidential Information in a manner not expressly authorized by these Terms and Conditions except as approved in advance by the owner of the information. Each Party shall use at least the same degree of care in safeguarding the other Party's Confidential Information as it uses in safeguarding its own confidential information.

10.3 Ownership of Curriculum and Instructional Materials. All curriculum, instructional materials, and other documents and items used in the performance of the Services are the property of the Provider and are to be treated as proprietary and confidential. Such items shall not be used by the District for any purpose without the express written consent of the

Provider.

10.4 Student Records. The Provider will comply with the relevant requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and all other applicable federal and state law regarding the confidentiality of personally identifiable student information provided by the District. Any release of information contained in student education records provided by the District must be approved by the District. To protect the confidentiality of student education records provided by the District, the Provider will limit access to such records to those employees who reasonably need access to them in order to perform their responsibilities under the Agreement.

Section 11. Compliance with Laws. The Provider and its subcontractors must perform the Services in compliance with all applicable federal, state, county, and local laws and regulations and all applicable District policies and rules in effect now or later and as amended from time to time, including the Drug Free Workplace Act, FERPA, the Protection of Pupil Rights Amendment, the Health Insurance Portability and Accountability Act, and all applicable non-discrimination laws.

Section 12. Background Checks. The Provider will comply with all applicable childcare background check laws for its employees and subcontractors that will have contact with children through their performance of the Services or, if the Services are not subject to childcare laws, other applicable laws related to background checks for employees of school contractors. If any District employees perform Services for the Provider, the Provider shall be entitled, to the extent permitted by law, to rely on the District's criminal background check and determination of suitability for employment, and the Provider shall not be required to perform any additional background check or determination of suitability for such persons.

Section 13. Insurance. Provider, at its own expense, shall procure and maintain the following insurance policies in the following amounts:

13.1 Workers' Compensation and Employers' Liability Insurance. Workers Compensation insurance affording workers' compensation benefits for all employees as required by state and federal laws, and Employers' Liability Insurance covering all employees who are to provide Services under this agreement, with a bodily injury per accident limit of liability of $ 1,000,000, bodily injury by disease limit each employee of $1,000,000 and bodily injury by disease policy limit of $1,000,000. The workers' compensation policy must contain a waiver of subrogation clause.

13.2 Commercial General Liability Insurance. Commercial General Liability Insurance or equivalent with limits of One Million Dollars ($1,000,000) per occurrence and Three Million Dollars ($3,000,000) in the aggregate.

13.3 Automobile Liability Insurance. Automobile Liability Insurance when any motor vehicle (whether non-owned or hired) is used in connection with Services to be performed, with limits of One Million Dollars ($1,000,000) per accident for bodily injury and property damage.

13.4 Umbrella/Excess Liability Insurance. One or more layers of Umbrella or Excess Liability Insurance with total limits of Four Million Dollars ($4,000,000) per occurrence and in the aggregate that supplements the above-stated Employer's Liability, Commercial General

Liability and Automobile Liability insurance policies.

13.5 Professional Liability Insurance. Professional Liability insurance with limits of One Million Dollars ($1,000,000) per claim and Three Million Dollars ($3,000,000) in the aggregate.

13.6 Sexual Abuse and Molestation Insurance. Sexual Abuse and Molestation Insurance with limits Six Million Dollars ($6,000,000) per claim and in the aggregate, single policy.

13.7 The Parties recognize that insurance coverage may change based on market conditions and other factors outside the control of the Parties. With respect to Provider's coverage, the coverage stated in a new Certificate of Insurance ("COI") shall replace the insurance terms set forth above effective upon issuance of the new COI.

13.8 If the District objects to Provider's new coverage terms, it shall notify the Provider of the objection in writing within fifteen (15) days of receiving the new COI and include a detailed basis for the objection.

13.9 If the District objects to the insurance coverage indicated in a new COI, the Parties will meet and confer within thirty (30) days after the District provides notice of its objection and will engage in good faith efforts to resolve the objection.

Section 14. Additional Insureds.

14.1 Provider shall include the District as an additional insured to the Commercial General Liability and Automobile Liability insurance policies described above.

14.2 The District shall include the Provider as an additional insured to its Commercial General Liability policies.

Section 15. Termination.

15.1 Termination for Insufficient Enrollment. Provider may terminate this Agreement on the basis of insufficient enrollment as set forth in Section 4 of the Agreement.

15.2 Termination for Default. Either Party may terminate the Agreement if the other Party materially fails to observe or perform any covenant, obligation, or provision of this Agreement, and the Party's material failure continues for a period of thirty days after it receives a written notice of default from the other Party.

15.3 Termination for Convenience. Either Party may terminate the Agreement for convenience upon 90 days written notice to the other party.

15.4 Payment for Services Rendered. In the event of any termination, the Provider may charge tuition and fees and shall be obligated to pay usage fees, if any are agreed to by the Parties, to the District in accordance with Schedules C and D to the Agreement up to the date the Agreement is terminated.

Section 16. Cooperation. Each Party agrees to cooperate with the other Party with respect to the performance of the Services in an effort to provide quality programming for students within

the District.

Section 17. Indemnification.

17.1 The Provider agrees to indemnify, defend and hold harmless the District, and its Board members or trustees, officers, employees, agents, volunteers, successors, and assigns ("District Indemnitees"), from and against claims, liabilities, damages, losses, judgments, costs and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims"), to the extent they result from the negligent, willful or intentional misconduct of the Provider. This agreement to indemnify, defend and hold harmless does not extend to any Claims, damages, losses or expenses caused by, related to, or arising from failure by District to comply with its responsibilities under this Agreement, or the negligent, willful or intentional misconduct of the District or any District Indemnitees.

17.2 The District agrees to indemnify, defend and hold harmless the Provider and its members, officers, employees, agents, volunteers, successors, and assigns ("Provider Indemnitees"), from and against claims, liabilities, damages, losses, judgments, costs and expenses (including reasonable attorneys' fees and litigation costs) (collectively, "Claims"), to the extent they result from the negligent, willful or intentional misconduct of the District. This agreement to indemnify, defend and hold harmless does not extend to any Claims caused by, related to, or arising from the failure by Provider to comply with its responsibilities under this Agreement or negligent, willful or intentional conduct of the Provider or any Provider Indemnitees.

17.3 This section shall survive the termination of this Agreement.

Section 18: General Provisions.

18.1 Recordkeeping. The Provider shall maintain books and records relating to the performance of the Services including records of the enrollment of students, collection of tuition and fees, and payment of fees to the District. The District shall have a right to inspect such records upon notice to the Provider at a time that is mutually convenient for the Parties.

18.2 Entirety. The Agreement, together with the Schedules attached hereto, and these Terms and Conditions, constitute the entire Agreement between the Parties with respect to the subject matter hereof, and supersedes any other negotiations, agreements or communications, whether written or oral, that have been made by either Party.

18.3 Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of which the District is located.

18.4 Severability. In case any provision in the Agreement and/or these Terms and Conditions is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected.

18.5 Authority to Execute. Each Party represents and warrants to the other that the Agreement has been duly authorized and that the person who executed the Agreement is authorized to do so on behalf of the Party. The Agreement may be executed in two or more counterparts.

18.6 Assignment. Neither Party may assign the Agreement in whole or in part without

the prior written approval of the other Party.

18.7 California ELOP Compliance.

8.7.1 Pursuant to California Education Code Section 8483.4(b-d) as incorporated into California Education Code Section 46120(b)(5), Provider agrees to notify the District by the next working day following, and to submit a written report within seven days of, the occurrence of any health- or safety-related issues, including, but not limited to, issues involving criminal background clearances for employees, building safety, and any event specified in Section 8483.4(c). For purposes of this section, an "event" includes any of the following:

- Death of a child from any cause.
- Any injury to a child that requires medical treatment.
- Any unusual incident or child absence that threatens the physical or emotional health or safety of a child.
- Any suspected child abuse or neglect, as defined in Section 11165.6 of the California Penal Code.
- Epidemic outbreaks.
- Poisonings.
- Fires or explosions that occur in or on the premises.
- Exposure to toxic substances.
- An arrest of an employee of the Provider.
- Any other event as specified by the District in accordance with applicable law.

8.7.2 Pursuant to California Education Code Section 8483.4(d) as incorporated into California Education Code Section 46120(b)(5), Provider will request from parents or guardians pupil health information, such as whether a pupil has allergies or asthma, before pupil enrollment. The Parties understand and agree that parents or guardians may provide this information at their discretion and are not required to provide pupil health information in order for the pupil to receive services pursuant to this Agreement.

8.7.3 Provider will provide information within the possession or control of the Provider that is needed by the District to comply with the District's ELOP reporting obligations and audit requirements.

## SCHEDULE B

## Services

Provider will operate the following programs:

Tuition-based Before School (all sites)

Tuition-based After School (all sites)

Tuition-based Non-School Day (sites TBD)

Tuition-based Summer Camp (sites TBD)

ELOP After School (all sites)

ELOP Intersession Program (sites TBD)

**Tuition-Based Programming:** The following programming applies to the 2026-2027 academic school year (180 instructional days), winter break (5 days), spring break (5 days) and summer programming (20 days) for parent or guardian students in grades 2-5.

Before School programming from Mondays through Fridays from 7:00am - start of school during the Academic School Year.

After School programming from Mondays through Fridays from end of school day to 6:00pm during the Academic School Year.

Provider will also operate on Non-School Days to be determined by the provider and district.

Provider will offer the following discounts for recurring tuition for Non-ELOP-Eligible students whose families elect to participate in tuition-based programming: Before and After School Right Club: 50% for district employees, 10% discount for military families, and 10% discount for siblings. Provider will also accept state government-approved subsidies.

The Programs will run at the following schools pending a minimum full-time enrollment of 15 tuition-based students per school. Provider shall not be obligated to operate a program at any site that does not meet minimum enrollment requirements.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505
B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501
D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505
F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
H. Thomas Edison Elementary - 2110 W Chestnut St, Burbank CA 91506

I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**ELOP Programming:** The following payment schedule applies to the 2026-2027 academic school year (180 instructional days), winter break (5 days), spring break (5 days) and summer programming (20 days) for the district to the provider for students who are eligible for ELOP or ASES funding for students in grades 2-5.

After School programming from Mondays through Fridays from end of school day to 6:00pm during the Academic School Year.

Provider will also operate Intersession programming on Non-School Days for 9.0 hours to be determined by the provider and district.

The Programs will run at the following schools pending a minimum full-time enrollment as outlined in Schedule C for ELOP students. Provider shall not be obligated to operate a program at any site that does not meet minimum enrollment requirements.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505
B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501
D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505
F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
H. Thomas Edison Elementary - 2110 W Chestnut St, Burbank CA 91506
I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**SCHEDULE C**

**Payments**

Section 1. District Payments to Provider (**select one**)

District will not pay Provider for any of the Services described in the Agreement.
District will pay Provider for some or all of the Services described in the Agreement.

Section 2. District Payments to Provider –

**The following payment schedule applies to the 2026 - 2027 Academic School Year of 180 days + 30 Intercession days:**

| Program | Hours | Grade Level | Projected Enrollment per School | Cost per student |
|---|---|---|---|---|
| Elementary After School | Bell to 6 PM | 2nd - 5th | 20 | $2,400 |
| **TOTAL Projected Cost per Elementary After School** | | | | **$48,000** |
| **TOTAL Projected Cost for all Elementary After School (11 sites)** | | | | **$528,000** |

| Program | Hours | Grade Level | Projected Enrollment per School | Cost per student |
|---|---|---|---|---|
| Intersession | 8:30 AM -5:30 PM or 8:00 AM - 5:00 PM | 2nd - 5th | 20 | $600 |
| **TOTAL Projected Cost for Intersession per site** | | | | **$12,000** |
| **TOTAL Projected Cost for After School & Intersession** | | | | **$540,000** |

By mutual agreement, the District may choose to pay for additional students to attend programming at the rates outlined in Schedule C. Additional students will be billed on a per student basis once the minimums are reached.

Section 3. Invoicing and Payment – District Payments to Provider - N/A

3.1 District will pay Provider based on the minimums outlined in Schedule C

3.2 RAS will submit an invoice to District dated as of the last day of the previous service month. Payment will be due within 30 days after invoice date. For example, for services provided in September, RAS will submit an invoice dated October 31, and District will pay within 45 days of the invoice date.

3.3 RAS will submit Invoices to Dr. Peter Knapik at peterknapik@burbankusd.org and Dr. Oscar Macias at oscarmacias@burbankusd.org

3.4 District will submit payments to Account information listed on the bottom of each invoice for ACH payments.

Section 4. Provider Payments to District (**select one**)

District will not charge Provider a facility use fee or require a revenue share in exchange for Provider's use of the District's facilities.
District will charge Provider a facility use fee or revenue share for use of the District's facilities.

4.1 Provider agrees to pay the District the sum of 5% of the District's After School, parent-paid revenue at each site per year. The provider will remit payment to the District, semi-anually in February and August.

**SCHEDULE D**

**Facilities License and Building Use Agreement**

THIS FACILITIES LICENSE AND BUILDING USE AGREEMENT ("License Agreement") is entered into as of the above date by and between BURBANK UNIFIED SCHOOL DISTRICT ("District" or "Licensor"), and RIGHT AT SCHOOL, LLC a limited liability company organized under the laws of the State of Delaware ("Licensee"). The Licensor and Licensee also are referred in this Agreement each as a "Party" or collectively at the "Parties" as appropriate.

In consideration of and in accordance with the terms, covenants and conditions set forth hereinafter and in the Parties Services, Facilities License And Building Use Agreement ("Services Agreement"), the District hereby licenses to Licensee and permits Licensee to use parts of the School Facilities described in Subsection 1.2 below. Individually, each facility is a "School Facility." Collectively the facilities also may be referred to as the "Properties." Each School Facility also may be referred to in this License Agreement as a "School."

**Section 1. Specific Terms.**

**1.1 Identity and Addresses of Parties.**

**Licensor:**

Burbank Unified School District
1900 W. Olive Ave
Burbank, CA 91506

**Licensee:**

Right At School, LLC
909 Davis Street, Suite 500
Evanston, Illinois 60201

**1.2 Description of Properties.**

Licensor hereby licenses to Licensee, for operation of the District's or Licensee's student enrichment programs, designated spaces in the following Properties owned and operated by Licensor. The specific classrooms and other spaces in each Property to be used by Licensee shall be determined by agreement between the District or School principal at each Property and Licensee.

A. Bret Harte Elementary - 3200 W Jeffries Ave, Burbank CA 91505

B. George Washington Elementary - 2322 N Lincoln Ave, Burbank CA 91505
C. Joaquin Miller Elementary - 720 E Providence Ave, Burbank CA 91501
D. Providencia Elementary - 1919 N Ontario St, Burbank CA 91501
E. R.L Stevenson Elementary - 3333 Oak St, Burbank CA 91505
F. Ralph Emerson Elementary - 720 E Cypress, Burbank CA 91501
G. Theodore Roosevelt Elementary - 850 N Cordova St, Burbank CA 91505
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I. Thomas Jefferson Elementary - 1900 N Sixth St, Burbank CA 91504
J. Walt Disney Elementary - 1220 W Orange Grove Ave, Burbank CA 91506
K. William Mckinley Elementary - 349 W Valencia Ave, Burbank CA 91506

**1.3 Effective Date.**

The Effective Date of this License Agreement shall be the same as the Effective Date of the Services Agreement

**1.4 Term**.

The Term of this Licensing Agreement shall be the same as the Term of the Services Agreement.

**1.5 Permissible Use of Properties.**

1.5.1 Licensee shall use the Properties for the purposes described in the Services Agreement and this License Agreement and shall not use or permit the Property to be used for any other purposes without the prior written consent of the District.

1.5.2 Licensee provides out of school time enrichment programs, including but not limited after school, before school, kindergarten wrap-around, preschool, winter-break, spring-break, half and full day programming, teacher in-service day programming, and summer camp (collectively, the "Programs.")

1.5.3 The Programs are parent-paid programs and will not be subsidized by the District unless the Parties have indicated otherwise in the Service Agreement.

1.5.4 The Licensee's after school, before school, kindergarten and teacher in-service day programs are limited to students enrolled in the district.

1.5.5 The restriction set forth in the previous section regarding District students shall not apply to Provider's winter-break, spring break and summer camp programs which shall be available to all children without regard for their enrollment or residence in the District.

1.5.6 The Licensor may provide authorization to Licensee to provide Programs at additional schools in the District, which authorization either Party may accept or reject in writing in their sole discretion. If both Parties approve an authorization to operate Programs at one or more additional schools, such Programs shall be operated in accordance with and subject to this Agreement.

**Section 2. Exterior Signs.**

Licensee shall not permanently affix any signs to the exterior of the Properties without the written approval of the District. This section does not prohibit Licensee's use of temporary signs or other materials related to Licensee's programs.

**Section 3. Improvements.**

Licensee is not authorized to and agrees that it will not place or construct any improvements ("Improvements") on the Property without the prior written approval of the District. Licensee shall be deemed to be the owner of all Improvements until the expiration or sooner termination of this Agreement. The Licensee shall remove Improvements no later than the end of the Term unless directed otherwise in writing by the District.

**Section 4. Subletting and Assignment.**

Licensee shall not sublet the Property in whole or in part, and shall not assign or transfer this Agreement, or any interest herein, without the prior written consent of the District, which consent may be subject to such conditions as the District may reasonably impose. This provision does not prohibit Licensee from offering elective courses provided by third-party entities subject to the District's prior approval of such courses and entities.

**Section 5. Maintenance and Repairs.**

**5.1 By Licensee.**

Licensee shall have the obligation to use the spaces in the Properties designated for its Programs in a clean and orderly manner including placing toys and other equipment of Licensee in storage areas at the end of each program day and placing trash in containers provided by the District.

**5.2 By the District.**

The District shall have the obligation to clean, maintain and repair the Properties in all other respects.

**Section 6. Rent or License Fees**

**Provider shall pay** District the revenue share set forth in Schedule C.

**Section 7. Termination; Insurance; Indemnification.**

The termination, insurance and indemnification terms and conditions in the Services Agreement shall apply to this Licensing Agreement.

**Section 8. Notices.**

Any notice to be given hereunder shall be in the same manner set forth in the Services Agreement.

**Section 9. Miscellaneous**

**9.1 Counterparts.**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same document.

**9.2 Modification.**

This Agreement may not be modified or amended except in writing signed by both Parties hereto.

**9.3 Nonwaiver.**

No waiver by the Parties of any provision of this Agreement or of any breach by a Party hereunder shall be deemed to be a waiver of any other provision hereof, or of any subsequent breach by Licensee of the same or any other provision.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the Effective Date set forth in the Services Agreement.

| **BURBANK UNIFIED SCHOOL DISTRICT** | **RIGHT AT SCHOOL, LLC** |
|---|---|
| Jason Hasty | |
| By | By |
| Date: 07/23/2026 | Date: |

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Oscar Macias Assistant Superintendent of Instructional Services |
| SUBMITTED BY: | Glenda Diaz Nolasco, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Ratification of Approval of Non-Instructional Consultant Services |

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**Background:**
The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise, and experience. When a non-instructional consultant is selected, the consultant, company, or organization must complete the required paperwork submitted to the district to ensure that District students receive the services they require. The Board of Education must approve all non-instructional consultant requests before services are rendered.

**Discussion and Issues:**
The Burbank Unified School District was awarded a grant from the California Community College Chancellor's office to cover the Career Pathway Coordinator's salary fully.

Sabrina Ruiz's last consultancy agreement was approved on June 24, 2025. Ms. Ruiz plans, coordinates, organizes, and manages the operations and activities of the K14 CTE Programs for their assigned community college district and collaborative partner school districts.

**Fiscal Impact:**
Twelve payments not to exceed $135,000.00. (01.0-63880.0-38000-21000-5850-6930000).

**Recommendation:**
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education ratify 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.

# BURBANK UNIFIED SCHOOL DISTRICT
# INSTRUCTIONAL SERVICES
# RATIFICATION OF APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: August 6, 2026

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Instructional Services | Sabrina Ruiz | The K12 Pathway Consultant plans, coordinates, organizes, and manages the operations and activities of the K14 CTE Programs for their assigned community college district and collaborative partner school districts. | 7/1/26 – 6/30/27 | Not to exceed $135,000 | 01.0-63880.0-38000-21000-5850-7460000 |

**BURBANK UNIFIED SCHOOL DISTRICT**
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

***AGREEMENT FOR CONSULTANT SERVICES***

**This Agreement,** made and entered into this 6 day of August, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Sabrina Ruiz hereinafter referred to as "Consultant."

Sabrina Ruiz [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Oscar Macias, Assistant Superintendent
Print Name Title Location

Date Submitted to Board: August 6, 2026 Funding Source (Resource): 010-63883.0-38000-21000-5850-7460000

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 $11250.00 per hour ☐ / per day ☐ / per session ☐ for a total not to exceed $ 135,000, including benefits. 6/30/27 Month
2. The term of the Agreement shall be the period commencing on 7/1/26 and terminating on _____.
   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.

| | |
|---|---|
| | Sabrina Ruiz |
| Administrator | Consultant |
| Assistant Superintendent | [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.

## Sabrina Ruiz

**Objective:** Experienced K12, CTE, and Community College professional dedicated to advancing Dual Enrollment and High School Articulation programs. Seeking a leadership role as the K12 Pathway Coordinator to leverage expertise in program coordination, development, and alignment with college and career readiness standards for student success.

## Skills:

- Comprehensive understanding of Dual Enrollment and High School Articulation programs
- Proficient in curriculum development and alignment with college readiness standards
- Strong knowledge of Title V regulations and experience in educational administration
- Effective collaboration with community-based organizations and K-12 districts
- Possession of Cleared CTE teaching credential and CTE Supervision Credential
- Grant management experience with CTEIG, Perkins, and K12 SWP
- Exceptional leadership and communication skills, including coaching and supervision
- Proficient in project planning, management, and implementation
- Skilled in research and data management for Career pathways
- Commitment to student success and continuous program improvement

## Experience:

**K12 SWP Pathway Coordinator**

**Burbank Unified, Oct 2021 - Present**

- **Coordinated and developed projects focused on Career Technical Education (CTE) and Dual Enrollment**
- **Ensured alignment with Title V regulations and College & Career Readiness standards**
- **Collaborated with community-based organizations to enhance program effectiveness**

**Adjunct Instructor**

*Los Angeles Community College District, August 2022 - Present*

- Provided instruction in courses related to College and Career Readiness
- Supported student success and engagement through innovative teaching methods

**Special Projects and Grants Liaison (TOSA)**

*Baldy View ROP, March 2021 - Oct. 2021*

- Managed and coordinated grant-funded projects related to CTE programs
- Provided support and guidance to instructional staff in grant implementation

**Entrepreneur Instructor, CTE Mentor Teacher, FBLA adviser**

*Entrepreneur High School, July 2019 - March 2021*

- Instructed Entrepreneurship courses and served as a mentor teacher for CTE programs
- Advised Future Business Leaders of America (FBLA) chapter, facilitating student leadership development

**Business Instructor, FBLA adviser**

*East San Gabriel Valley ROP, Feb. 2017 - July 2019*

- Taught Business courses at Diamond Bar High School, fostering student skill development in various business disciplines
- Advised FBLA chapter, guiding students in competitive events and leadership activities

## Education

**MA, Business Administration/Human Resource Management**

**University of Phoenix, Ontario, CA, 2008**

**BS, Business Management**

**University of Phoenix, Ontario, CA, 2006**
**Educational Training and Certifications:**

**Administrative Credential Program,** LACOE exp 08/01/2029

Preliminary Administrative Credential Program, Riverside County of Education (Completed 02/2022)

Youth Mental Health First Aid Certified, Mental Health First Aid USA (Exp 7/2024)

Supervision & Coordination of Career Technical Education/Adult Education Level 3, University of San Diego, 05/6/2020-07/29/2020

CTE Teaching Credential, University of San Diego, 2016-2017

## Business/Technical Training and Certifications

Leading Edge Certification, 09/07/2021

Web Developer Certification, 05/2022

Computer Support Technician A+ Certification, 2016

Project Management Certification, 2016

Human Resource Management Certification, 2008

**Burbank Unified School District**
**Instructional Services**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Oscar Macias, Assistant Superintendent of Instructional Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | August 6, 2026 |
| 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**:
Oscar Macias, Assistant Superintendent of Instructional 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: August 6, 2026

| Site | Name | Purpose | Dates | Cost | Appropriation Number |
|---|---|---|---|---|---|
| Stevenson Elementary | Enrich LA | Enrich LA Garden Ranger teaches a robust yearlong TK-5 garden program about nature, plants and sustainability. Students will learn about gardening and growing food | 2026-27 school year | $6485 | 010-90820.0-11100-10000-5810-2150000 |
| Stevenson Elementary | MB Dance Inc. | Dance instruction will be provided for all students in grades TK-5, aligned with the State Visual and Performing Arts Standards. | 9/3/26-12/3/26 | $16,625 | 010-67700.2-11100-10000-5810-2150000<br>010-67700.3-11100-10000-5810-2150000 |
| Stevenson Elementary | APEX Fun Run Franchise No 7 | Two-week character-building program that fundraises for OSS and classrooms with the objective of bringing a program that empowers students to become active culminating in the APEX fun run. | 1/4/27-1/15/27 | Up to 50% | 010-90210-0-11100-10000-4310-2150000 |
| Stevenson Elementary | PS Science | Brings hands on STEM learning to support classroom teachers with lessons, materials and training so they can provide their students with regular and ongoing science. | 3/5/27 | $4480 | 010-90780-0-11100-10000-5810-2150000 |
| Instructional Services | Carson G Smith | To work with the Director of Arts and CTE and instructors to ensure every pathway has an active industry partner including developing Music Production Pathway at Monterey High School. | 8/7/26-1/30/27 | Not to exceed $15,000 | 010-90801.0-11100-10000-5810-7460000 |
| Miller Elementary | APEX Leadership Co. | Provide a two-week leadership and fitness program to help raise money for Miller Elementary. TK-5 will receive daily lessons and get pledges for each lap they run at the APEX Fun Run activity. | 9/28/26-10/9/26 | % TBD based on fundraising | 010-90870.0-11100-10000-5810-210-0000 |
| ASES | Wildlife Learning Center | Wildlife Learning Center provides educational presentations that focus on life sciences. Wildlife biologists present live animals and provide information on habitat, adaptations, nutrition and other facts. | 2/23/27 - 2/27/27 | $1860 | 010-26000.0-11100-10000-5810-7420000 |
| ASES | MB Dance Inc. dba Garri Dance Studio | Dance, music, improv and art instruction for Elementary students at 3 sites. | 9/1/26-5/27/27 | Not to exceed $29,700 | 010-26000.0-11100-10000-5810-7420000 |
| ASES | Alba Johanna Schofeld | To provide supplemental visual arts instruction for students enrolled in the ASES Program during the 2026-2027 school year. The program will foster creativity, self-expression, and engagement through structured hands-on art experiences tailored to elementary learners | 9/1/26-5/27/27 | Not to exceed $9,900 | 010-26000.0-11100-10000-5810-7420000 |

| | | | | | |
|---|---|---|---|---|---|
| ASES | David Morin – My Whole Me | To help both Neurodivergent and neurotypical students better understand their emotions, strengthen peer relationships, improve performance in school and build practical regulation skills they can use daily. | 9/1/26-5/28/27 | Not to exceed 9,000 | 010-26000.0-11100-10000-5810-7420000 |
| Washington, Disney, Stevenson, Providencia, Miller, McKinley, Emerson, Edison | Luke Anderson | Peaceful Playground Instructor will provide instruction in a variety of games played across the playgrounds at 8 BUSD elementary schools. | 8/17/26-5/27/26 | Not to exceed $40,500 | 010-90820-0-11100-10000-5810-2160000<br>010-30100-2-11100-10000-5810-2010000<br>010-90201-0-11100-10000-5810-2150000<br>010-90201.0-11100-10000-5810-2100000<br>010-90201.0-11100-10000-5810-2138700<br>010-30100.0-11100-10000-5810-2090000<br>010-90201.0-17011-10000-5810-2030000<br>010-90870.0-11100-10000-5810-2020000 |

# 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 of August, 20 26 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Enrich LA hereinafter referred to as "Consultant."

Payee's Name Enrich LA Daytime Phone Numb[redacted]

Email Address team@enrichla.org

Mailing Addres[redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date August 6th, 2026

Account String 010-90820-0-11100-10000-5810-215-0000-0000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $ 6485.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/13/2026 and terminating on 05/27/2027 .
3. Payment Terms: At the end of the 2026-27 school year
4. Consultant will provide the following services:

   Provide the online Enrich LA Garden Ranger Program

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

| | | | | |
|---|---|---|---|---|
| _____ | | Tomas O'Grady | | 6/10/26 |
| BUSD Authorized Signature/Title | Date | Consultant | Enrich LA | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# STATEMENT OF WORK

## Program/Project Purpose:

Enrich LA Garden

## Basis for Request:

Enrich LA Garden ranger teachers a robust yearlong TK-5th grade garden program in the Stevenson Garden

## Background/Scope/Objectives:

Stevenson has had a garden with ranger classes for many years to teach about nature, plants and sustainability

## Deliverables/Milestones:

Students learn about gardening and growing food

## Invoice Approver:

Jill Johnson

## Timeline:

2026-27 school year

## Payment Terms:

End of service



# ABOUT

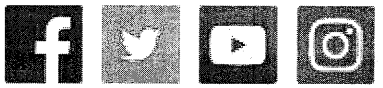
Building School Gardens Since 2011

EnrichLA Executive Director and co-founder Tomas O'Grady built his first garden at Thomas Starr King Middle School in 2011 with an accompanying educational garden program and quickly discovered how it benefited the lives of students, staff and the surrounding community. The need for garden education throughout the greater Los Angeles

area and the success at King Middle School led EnrichLA to be founded with the motto: "A Garden in Every School." In the past seven years, EnrichLA has built over 125 gardens at schools across LA. Each garden has transformed its community through increased student involvement and improved aesthetics, improving morale and promoting healthy living.

With over 130 gardens built and a weekly educational Garden Ranger Program at 96 of these schools, EnrichLA connects over 40,000 students a year to the source of their food. EnrichLA reaches over 10x as many schools as the next largest organization in LA. In fact, EnrichLA has the largest garden education program specific to one city in the US. In the last two years, EnrichLA has also become the fasting-expanding garden education program in the nation, and we have no intention of slowing down.

Much of our growth is thanks to our team of active parent volunteers that help with maintenance, coordinate events, organize additional volunteers, and help extend our program's impact beyond the classroom. EnrichLA was recognized by the LA Board of Education with an "Appreciation Award" for our commitment to the overall educational well-being. EnrichLA has also received a "Community Award" from the Associated Administrators of LA, and an "Appreciation Award" from the LA City Council President.



**BURBANK UNIFIED SCHOOL DISTRICT**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

## THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:

RL Stevenson

**School Site or Department** **Req./PO Number**

TO: **Burbank Unified School District**
**Accounts Payable**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**Payee's Name:** Enrich LA

**Retiree?** (required) **No** X **If yes, circle: CalPERS or CalSTRS**

[redacted]

Tomas O'Grady
**Consultant's Signature**

**Date of service:** 8/13/2026 to 5/27/2026

**Amount to be paid:** 6485.00 **Hours worked:** _____ (required if retiree)

**Payment Terms:** At the end of the school year (May 2027)

**Appropriation No.:** 010-90820-0-11100-10000-5810-215-0000-0000

**APPROVED BY THE BOARD:** 08/06/2026

Signature-Principal/Sponsoring Administrator
Certifying Receipt of Services & Approval of Payment

Date 6/15/26

**AFTER COMPLETION OF SERVICE** Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019

# 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 of August, 20 26 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and MB Dance, Inc. hereinafter referred to as "Consultant."

Payee's Name MB Dance, Inc. Daytime Phone Number 818-636-5014

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date August 6th, 2026

Account String 01-0-67700-2-11100-10000-5810-2150000-0000 AND 01-0-67700-3-11100-10000-5810-215000-0000

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session■ for a total not to exceed $16,625.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Septemeber 1st, 2026 and terminating on December 3rd, 2026.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   Dance instruction for TK-5th grades for 12 weeks with a winter dance at the end

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.

| | | | | |
|---|---|---|---|---|
| _____ | | Megan Brandt | | 6/10/26 |
| BUSD Authorized Signature/Title | Date | Consultant | MB Dance, Inc. | Date |

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

# STATEMENT OF WORK

## Program/Project Purpose:

Weekly Dance for TK-5th grade students

## Basis for Request:

Students to learn VAPA dance standards

## Background/Scope/Objectives:

Garri Dance Studio, offers quality instruction in dance. Programs on site to incorporate the VAPA dance standards.

## Deliverables/Milestones:

Culminates in a school wide winter dance performance

## Invoice Approver:

Jill Johnson

## Timeline:

September 1st, 2026-December 3rd, 2026

## Payment Terms:

End of service

**BURBANK UNIFIED SCHOOL DISTRICT**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:**

RL Stevenson Elementary

School Site or Department | Req./PO Number

TO: **Burbank Unified School District**
**Accounts Payable**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**Payee's Name:** MB Dance Inc

**Retiree?** (required) **No** X **If yes, circle: CalPERS or CalSTRS**

[redacted]

**City** **State** **Zip Code**

Megan Boadle

**Consultant's Signature**

**Date of service:** September 2026-December 2026

**Amount to be paid:** $16,625.00 **Hours worked:** _____ (required if retiree)

**Payment Terms:** One payment at end of term

**Appropriation No.:** 1. 01-0-67700-2-11100-10000-5810-2150000-0000 $12,762.40 2. 01-0-67700-3-11100-10000-5810-2150000-0000 $3,862.60

**APPROVED BY THE BOARD:** August 6th, 2026

Jill Johnson

Signature-Principal/Sponsoring Administrator
Certifying Receipt of Services & Approval of Payment

6-15-26
Date

**AFTER COMPLETION OF SERVICE** Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019

**Garri Dance Studio - Bio**

Garri Dance Studio, located in Burbank, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer who worked as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'Connor. Now in their seventh decade, Garri Dance Studio has provided opportunities for students of all ages to participate in quality performing arts classes. GDS has earned the Burbank's "Best Dance Studio" Award continuously since 2007 according to the Burbank Leader Reader's Choice Poll.

GDS is an enrollment studio, running on an academic calendar with a year end, fully costumed stage performance every June. Dance, music and musical theatre lessons are offered for all ages and levels, toddler through adult, beginners to advanced students. Dance classes include ballet, tap, jazz, hip hop, musical theatre, hip hop, contemporary & mommy and me. Piano, voice and guitar lessons are also offered. Teaching staff is made up of a diverse group of choreographers and dance educators with a wide range of experience from professional dance company members to industry professionals.

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 per year, and growing.

Garri Dance Studio is conveniently located in the heart of the beautiful Magnolia Park District in Burbank. Thoughtfully designed and renovated to better suit the needs of its growing student base, the studio offers three dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings, ballet barres and mirrors.

To learn more about Garri Dance Studio or schedule a free trial lesson, please visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email Megan.Baade@gmail.com

# BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

## *AGREEMENT FOR CONSULTANT SERVICES*

**This Agreement,** made and entered into this 6th of August, 20 26 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and APEX Leadership Company hereinafter referred to as "Consultant."

Payee's Name APEX Fun Run Franchise no 7, LLC Daytime Phone Number [redacted]

Email Address trevorp@apexleadershipco.com

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date 08/06/2026

Account String 010-90201-0-11100-1000-4310-215-0000-0000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

**Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ more than 50% **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/4/2027 and terminating on 1/15/2027.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   A two week character and leadership program with a final celebration event.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

**Burbank Unified School District of Los Angeles County**

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____ _____

BUSD Authorized Signature/Title Date

Consultant APEX Leadership Company 7-3-26 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

**BURBANK UNIFIED SCHOOL DISTRICT**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:**

RL Stevenson
**School Site or Department** **Req./PO Number**

**TO:** **Burbank Unified School District**
**Accounts Payable**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**Payee's Name:** Apex Fun Run Franchise No. 7, LLC

**Retiree?** (required) **No** X **If yes, circle: CalPERS or CalSTRS**

[redacted]

**City** **State** **Zip Code**

**Consultant's Signature**

**Date of service:** 1/4/2027-1/15/2027

**Amount to be paid:** up to 50% **Hours worked:** _____ (required if retiree)

**Payment Terms:** After fulfillment of term

**Appropriation No.:** 010-90201-0-11100-10000-4310-215-8000

**APPROVED BY THE BOARD:** 08/06/2026

Jill Johnson
Signature-Principal/Sponsoring Administrator
Certifying Receipt of Services & Approval of Payment

7/3/2026
Date

**AFTER COMPLETION OF SERVICE** Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019




Apex Leadership Co. is an all-inclusive, two-week leadership and fitness program that raises money for the top schools in America. Each student receives daily character lessons and awards as they learn what it takes to be a true leader. They are encouraged to obtain pledges for each lap they run around the Apex Raceway during the Fun Run! Students, staff, and parents love the program and it tends to be a highlight event of the year!

# STATEMENT OF WORK

## Program/Project Purpose:

APEX Fun Run

## Basis for Request:

APEX is a two week character building program that fundraises for OSS and classrooms

## Background/Scope/Objectives:

The objectve is to bring a character building program that empowers students,

gets them active, and fundraises for the school community

## Deliverables/Milestones:

APEX fun run as the culminating event

## Invoice Approver:

Jill Johnson

## Timeline:

Jan 4th, 2026-January 15th, 2026

## Payment Terms:

APEX pays school the fundraised amount along with a breakdown at end of service

# 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 of August, 20 26 by and between the Burbank Unified School District, hereinafter referred to as "District", and PS Science hereinafter referred to as "Consultant."

Payee's Name: PS Science Daytime Phone Number

Email Addre[redacted]

Mailing Ad[redacted]

Sponsoring Administrator: Jill Johnson

Board Approval Date: 02/06/2026

Account String: 010-90370-0-11102-10000-5810-215-0000-0000

The assignment ☐ will or ☒ will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. Consultant shall not begin service until HR receives clearance.

Retired Employee: Please check if you belong to _____ calPERS _____ cal STRS Retirement Date _____

### WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, herein, 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 workshop ☒ for a total not to exceed $ 9,450.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 8th, 2027 and terminating on March 29th, 2027.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   3rd grade STEAM instruction

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title — Date

Consultant: PS Science — Date: 8/6/2026

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

aaa

**BURBANK UNIFIED SCHOOL DISTRICT**
**1900 W. Olive Avenue**
**Burbank, CA 91506-2460**

**THE UNDERSIGNED ACKNOWLEDGES SERVICES & AUTHORIZATION FOR PAYMENT:**

PL Stevenson Elementary
*School Site or Department* *Req./PO Number*

**TO:** Burbank Unified School District
*Accounts Payable*
*1900 W. Olive Avenue*
*Burbank, CA 91506-2460*

**Payee's Name:** PS Science

**Retiree?** *(required)* No X *If yes, circle:* CalPERS or CalSTRS

[redacted]

City State Zip Code

Consultant's Signature

**Date of service:** January 2027-March 2027

**Amount to be paid:** 4480.00 **Hours worked:** _____ *(required if retiree)*

**Payment Terms:** One payment at end of term

**Appropriation No.:** 010-90870-0-11100-10000-5810-215-0000-0000

**APPROVED BY THE BOARD:** _____

_____ 03/06/26
*Signature-Principal/Sponsoring Administrator* *Date*
Certifying Receipt of Services & Approval of Payment

**AFTER COMPLETION OF SERVICE** Submit the COMPLETED form with the following to Purchasing:
Enter Purchase Requisition in Smarte after Board approval
1) Attach invoice if available
2) W9 for fiscal year first payment
3) Completed/Signed Agreement or Contract
4) Attach all paperwork in Smarte when entering Purchase Requisition

July, 2019

Expanding Early Access to Science

# A System for Science Success

PS Science brings hands-on STEM learning to elementary school children in underserved communities. We support classroom teachers and community educators with lessons, materials and training so they can provide their students with regular and ongoing science. Our goal is to ensure that all kids have an equal chance at the STEM careers of the future.

# STATEMENT OF WORK

**Program/Project Purpose:**

To teach STEAM related activities to 3rd grade students

**Basis for Request:**

Stevenson requests to hire PS Science to teach students and teachers an 8 week course in STEAM activities

**Background/Scope/Objectives:**

PS Science brings hands on STEAM learning to elementary students. As part of Stevenson's robust arts grade level programs, PS Science offers 3rd graders a unique opportunity.

**Deliverables/Milestones:**

Students will receive an 8 week course in STEM related activities

**Invoice Approver:**

Jill Johnson

**Timeline:**

January 2027 -March 2027

**Payment Terms:**

End of service

**BURBANK UNIFIED SCHOOL DISTRICT**
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

***AGREEMENT FOR CONSULTANT SERVICES***

**This Agreement,** made and entered into this 6 day of August, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Carson G Smith hereinafter referred to as "Consultant."

Carson G Smith [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. Oscar Macias, Assistant Superintendent, Insteuctional Services**

Print Name Title Location

Date Submitted to Board: August 6, 2026 Funding Source (Resource): **Advancement Grant 01.0-90801.0-11100-10000-5810-746-0000-0000**

STRS/PERS Member: Yes No

**Advancement Grant**
**01.0-90801.0-11100-10000-5810-746-0000-0000**

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 $ $15,000, including benefits.
2. The term of the Agreement shall be the period commencing on 8/7/26 and terminating on 1/30/27
   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.

| | |
|---|---|
| | **Carson G.Smith** |
| Administrator | Consultant |
| | [redacted] |
| Title | Address |
| **August 6, 2026** | |
| 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.

**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 23rd day of June, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Apex Leadership Co hereinafter referred to as "Consultant."

APEX Leadership Co [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address [redacted]
City State Zip

Sponsoring Administrator: Judy Hession Principal Miller ES
Print Name Title Location

Date Submitted to Board: 8/6/2026 Funding Source (Resource): 90870.0 - FRC

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 $ TBD, including benefits.
2. The term of the Agreement shall be the period commencing on 9/28/2026 and terminating on 10/9/2026.
   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.

| | |
|---|---|
| | Apex Leadership Co. |
| Administrator | Consultant |
| Title | [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: Leadership and Fitness Program

## Basis for Request:

*APEX Leadership Co will provide a two week leadership and fitness program to help raise money for Miller Elementary School.*

## Background/Scope/Objectives:

*About 725 students at Miller Elementary School in Grades TK-Grade 5 will receive daily SEL lessons and get pledges for each lap they run around at the APEX Fun Run activity. The funds raised will be used for dance classes and performances, Science Experiences, supplies for Art Day, theater program, and auditorium updates.*

## Deliverables/Milestones:

*About 725 students at Miller Elementary School in Grades TK-Grade 5 will receive daily SEL lessons and get pledges for each lap they run around at the APEX Fun Run activity. The 2026-2027 APEX Leadership theme is Welcome to ... Super Heroes.*

*The focus will be on 6 Habits:*

*Habit 1 = Steady: Maintain calm and control. Pause and breathe to make thoughtful choices instead of reacting to challenges*

*Habit 2 = Uplifter: Encourage those around you. Use kind word and celebrate the success of others to build a positive team.*

*Habit 3 = Purpose: Identify your "why" daily. Focus on your goals and take small steps to become your best self.*

*Habit 4 = Extra Mile: Exceed every expectation. Choose to work hard and help others even when it isn't required of you.*

*Habit 5 = Reliable: Build trust through action. Keep your promises and follow through on every responsibility you have.*

*Habit 6 = Hero: Transform your world today. Apply your leadership habits to make a positive difference in your community.*

## Invoice Approver:

*Judy Hession, Principal at Miller Elementary School*

## Timeline:

*September 28, 2026 through October 9, 2026*

## Payment Terms:

*Upon completion of the APEX Fun Run Program. Payment amount will be determined by the funds raised Sfrom the fundraiser. See pricing table for Event Agreement.*

# APEX SUPER HEROES

## Habit 1: Steady

Maintain **calm and control.** Pause and breathe to make thoughtful choices instead of reacting to challenges.

## Habit 2: Uplifter

Encourage those around you. Use kind words and **celebrate the success of others** to build a positive team.

## Habit 3: Purpose

Identify your "why" daily. **Focus on your goals** and take small steps to become your best self.

## Habit 4: Extra Mile

Exceed every expectation. Choose to **work hard** and help others even when it isn't required of you.

## Habit 5: Reliable

Build trust through action. **Keep your promises** and follow through on every responsibility you have.

## Habit 6: Hero

Transform your world today. Apply your **leadership habits** to make a positive difference in your community.

## EVENT AGREEMENT

This Event Agreement (the "Agreement") is entered into effective as of the __ day of __ **2026**, by and between **Apex Leadership Co** (hereinafter "Apex") and _____ ("Customer"). Customer's profile: Grades ___; Population #___ FRL ___%.

**WHEREAS**, Customer desires to organize an Event and conduct related promotional and educational activities (collectively, the "Event") commencing on _____ **2026, and continuing through** _____**2026** (the "Term"), in order to promote Customer as well as raise funds for Customer's desired needs or purposes;

**WHEREAS**, Apex is in the business of organizing, marketing, and putting on fundraising events such as the Event.

**NOW, THEREFORE**, for and in consideration of the terms and conditions set forth herein, the parties hereto do hereby agree as follows:

1. **Apex Services**. Apex agrees to plan, organize, market, promote, and conduct the Event. Such services shall include the following: (i) marketing and promotional activities in connection with the Event in order to increase participation including presentations to students and teachers; (ii) contracting with sponsors (provided that any sponsors shall be subject to Customer's approval); (iii) coordinate the Event course design/layout, as well as coordinate all water stations, starting lines, and finish lines; (iv) provide participant lap markers and coordinate any prizes as well as any awards to be awarded or any special recognitions; and (v) maintain commercial general liability insurance with minimum policy limits of $1,000,000 per occurrence to cover liability for bodily injury or property damage arising out of Apex's activities in connection with the Event.

2. **Customer Cooperation**. Customer agrees to cooperate with Apex in the performance of Apex's activities pursuant to this Agreement. Customer agrees to provide Apex with reasonable access to students and teachers in order to promote the Event and increase participation as well as to provide leads to Apex for other marketing and sponsorship activities in order to increase total revenue for the Event. Customer grants to Apex the right to use its name and its marks during the term of the Agreement solely for purposes of marketing and promoting the Event. Customer agrees to use Apex's online system, including, subject to applicable law, providing Apex the student's name and grade. Any funds received directly by Apex staff in connection with the Event will be promptly remitted to Customer and will be paid in accordance with Paragraph 3 below.

3. **Fees**. Upon execution of this Agreement, Customer shall pay to Apex a booking fee of $750.00 (the "Booking Fee"). Upon any cancellation of the Agreement by Customer (other than due to default by Apex), Apex shall be entitled to retain the Booking Fee as its liquidated damages and not as a penalty.

*** Once the recap is final customer agrees to fulfill payment to Apex no later than 1 week from Final Recap. Customer Initials: _____ _____ (this confirms you have seen this portion)**

Apex will be paid a percentage of funds collected, and the Customer shall retain the following percentage of funds collected, based on total amount collected from the Event: between 50-60% (see attached table). If the customer opts to give percentage of what is raised directly back to the teachers, that percentage comes from the customer's funds, not from the Apex cut. The option to gift this percentage to teachers is recommended by Apex, but not required, and should be determined by the customer. The Customer and Apex Leadership Company will split online transactional fees (3-4%)- which is usually covered by an optional processing fee sponsors can choose to pay.

4. **Termination**. This Agreement will terminate one year from the date of your Event or when there are no further payment questions outstanding from sponsors, whichever is later (the "Closing Date"). Either party may terminate this Agreement before the "Closing Date" upon the material breach of the other party, which breach is not cured upon ten (10) days written notice. In the event of termination due to breach, Apex may elect in its discretion to continue providing one or more of its online marketing and promotional services through the Closing Date in order to help Customer complete its fundraising efforts.

5. **Force Majeure**. Apex will use its good faith efforts to conduct the Event on the scheduled day for the Event; provided, however, that Apex shall not be responsible for damages that result from delays or postponements of the Event due to circumstances beyond its reasonable control. No party shall be responsible for events beyond its reasonable control.

6. **COVID-19.**

In the event you are unable to have Apex conduct a Live program on your campus due to COVID-19 restrictions, you the Customer agrees to pivot to our Virtual program *or* move your previously committed Live Program to a later date.
_____ _____ (Customer Initials)

Customer Contact Info:_____
Email: _____
Phone: _____

7. **Counterparts**. This Agreement may be executed in two (2) or more counterparts, each of which shall be considered an original instrument.

8. **Exclusivity**. Customer agrees that the Event shall be the only major fundraising activity for the School and PTA/O for the semester in which the Event occurs. Apex assumes all the risk by investing a substantial amount up front into the program and fundraiser. Failing to ensure exclusivity as the major fundraiser of the semester could severely impact the success of the Event and affect Apex's ability to recoup costs.

| **APEX LEADERSHIP CO:** | | **CUSTOMER(S):** | |
|---|---|---|---|
| By: | _____ | By: _____ | By: _____ |
| Name: | **Trevor Price** | Name: _____ | Name: _____ |
| Title: | **Area Director** | Title: _____ | Title: _____ |

## EVENT AGREEMENT (CONT.)

Below is the pricing table from Section 3 in the Event Agreement:

| Apex Flex Scale | | | |
|---|---|---|---|
| Min Collected | Max Collected | School % | Apex % |
| $80,001 | + | 65% | 35% |
| $75,001 | $80,000 | 64% | 36% |
| $70,001 | $75,000 | 63% | 37% |
| $65,001 | $70,000 | 62% | 38% |
| $60,001 | $65,000 | 61% | 39% |
| $55,001 | $60,000 | 60% | 40% |
| $50,001 | $55,000 | 59% | 41% |
| $45,001 | $50,000 | 58% | 42% |
| $40,001 | $45,000 | 57% | 43% |
| $35,001 | $40,000 | 56% | 44% |
| $30,001 | $35,000 | 55% | 45% |
| $28,001 | $30,000 | 54% | 46% |
| $26,001 | $28,000 | 53% | 47% |
| $24,001 | $26,000 | 52% | 48% |
| $22,001 | $24,000 | 51% | 49% |
| $0 | $22,000 | 50% | 50% |

**Please Note**: For credit card payments made online, our credit card processing company applies a nominal transaction charge, similar to PayPal and Square, of 2.9%, plus 0.55 cents per transaction. A portion of this charge will be offset by some sponsors choosing to pay an extra $4.00 to help cover this processing cost. These charges are deducted from the gross amount of each donation, before the donation is deposited into your bank account. This amount is the official gross amount that will be subject to a split with Apex, per the sliding scale.

***Example 1***: Sponsor donates $100 flat and adds the optional $4.00 offset charge. The gross donation is $104. The credit card company applies the 2.9%, plus 0.55 cents transaction fee of $3.57. The adjusted gross donation that is now subject to the split, per the sliding scale is $100.43.

***Example 2:*** Sponsor donates $15 flat and adds the optional $4.00 offset charge. The gross donation is $19. The credit card company applies the 2.9%, plus .55 cents transaction fee of $1.10. The adjusted gross donation that is now subject to the split, per the sliding scale is $17.90.

**NOTE:** All absent/sick/hurt students have a default of 36 laps for sponsors to still pay if they are able.

**Customer Initials:** _____ _____ **(this confirms you have seen this portion)**

# About Us

Wildlife Learning and Conservation Center (WLCC) is located in Sylmar, California, nestled in an old olive grove. WLCC was founded in 2007 to give a home and care to animals in need and to provide public education in the life sciences, conservation, and the environment. WLCC is dedicated to giving over 100 displaced, rescued, and zoo-born wild animals a home. WLCC also participates in species conservation efforts called Species Survival Plans (SSP), which are managed by the Association of Zoos and Aquariums (AZA). SSP programs cooperatively manage threatened and endangered species within AZA-accredited Zoos and Aquariums, Certified Related Facilities, and Sustainability Partners. SSP's preserve species from extinction by maintaining sustainable and genetically diverse populations of species. As part of our conservation mission, Wildlife Learning Center is an active participant in the SSP programs for the two-toed sloth (*Cholopous didactylus*), 3-banded armadillo (*Tolypeutes matacus*), and North American porcupine (*Erethizon dorsatum*).

WLCC is open to the public for general admission, private tours, and special events. WLCC offers life science outreach programs to schools, libraries, scout groups, and private events.

**Mission Statement**

Wildlife Learning and Conservation Center is dedicated to providing sanctuary for non-releasable wildlife and promoting conservation and appreciation of wildlife by engaging the public in educational experiences.

**Announcement: Wildlife Learning Center Joins New Network To Help Illegally Trafficked Animals**

**Wildlife Learning Center joined a new network to help illegally trafficked animals.** Our purpose is to help animals in need so it was without hesitation that we applied, and have been accepted to, the newly created **Southern California Wildlife Confiscations Network,** a first-of-its-kind program in partnership with the U.S. Fish and Wildlife and the Association of Zoos and Aquariums to **help illegally trafficked animals.**

The purpose of the Network is to create a coalition of reputable and trusted animal care facilities that can provide immediate medical care and housing for wildlife smuggled through U.S. ports of entry. Service officials can call a HOTLINE, which will then connect them directly to expert facilities within the Network.

Wildlife trafficking is decimating endangered species around the globe, fueled in part by high demand for the exotic pet trade. Increasingly sophisticated and organized syndicates have turned the trade in illegal wildlife and wildlife products into a multi-billion-dollar transnational business, lagging only drugs, arms, and human trafficking in profitability.

Every year in the United States, law enforcement officials seize thousands of animals crossing U.S. borders in the illegal trade. These traumatized animals require immediate expert care in qualified facilities to survive this life-threatening ordeal.

Wildlife trafficking is a conservation crisis, with countless animals and plants are being pushed toward extinction from the illegal harvest of and trade in live plants and animals, and products made from them.

- Wildlife trafficking is one of the largest illegal trades, after crimes such as drug and human trafficking, and is estimated to be worth between $7-23 billion per year.

- Often the same criminals that engage in wildlife trafficking also engage in drug trafficking, human trafficking, and weapons smuggling.

- Wildlife trafficking not only drives species towards extinction, but also poses risks to human health and welfare, creates conditions that enable disease spillover and pandemics, damages the global economy, and fuels transnational criminal networks, government instability, and corruption.

**Wildlife Trafficking (Online)**

- Online wildlife trade has grown rapidly, spreading to the far corners of the globe, and is particularly pervasive in North America (specifically the U.S.), Europe, and Asia.

• The internet provides wildlife traffickers with access to a vast international marketplace—one without borders that is subject to minimal oversight and is open 24 hours per day, 365 days per year.

• Greater connectivity also creates opportunities for new markets to emerge, particularly for pet and collector markets, where niche collectors become aware of new species.

• A 2021 study released by the International Fund for Animal Welfare found more than 200 online listings of protected species being offered for sale as pets.

**Trade in Live Animals**

• In addition to wildlife parts and products, live animals regularly enter global illegal trade, and their journey from the wild to the hands of a buyer can include extraordinary suffering; many trafficked animals die from the brutal conditions of capture and transport.

• In a recent five-year period, the U.S. Fish & Wildlife Service had 834 cases of live wildlife that were refused clearance and seized or abandoned, which included 48,793 individual live animals that required care and placement. This number averages to 14 new cases per month and 27 individual live specimens per day.

• A 2021 global law enforcement operation, code-named Thunder 2021, uncovered hundreds of live reptiles and birds and more than two dozen live big cats.

• Wildlife trafficking places live plants and animals in extremely unsanitary, dangerous, and stressful conditions, making them more likely to acquire and shed pathogens, thereby spreading diseases.

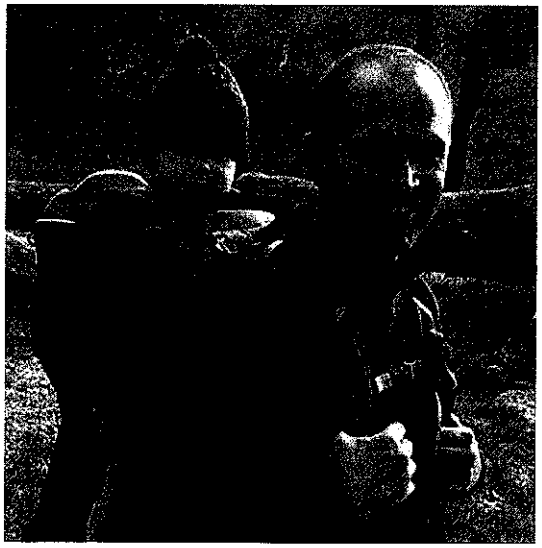
• Relatively small numbers of trafficked wildlife survive being ripped from their native habitats, restrained, denied food and water, exposed to novel pathogens, subjected to sometimes extreme temperatures and shipped to distant destinations. These few survivors are then sold to buyers who are often ill-equipped to meet even their most basic needs.

**Southern California Confiscations Network**

• When live wildlife is seized at U.S. ports of entry or exit, it is critical to provide the highest standard of care, as quickly as possible.

• The Southern California Wildlife Confiscations Network is a pilot program to establish a framework that reduces wildlife trafficking and increases support for law enforcement by providing a coordinated system to ensure the care and welfare of confiscated live wildlife. The Network operates under the Wildlife Trafficking Alliance, a program of the Association of Zoos and Aquariums, and will work toward building a national network.

# OUR STAFF



**David Riherd**

**Founder**

**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 1 day of September, 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and MB Dance Inc. hereinafter referred to as "Consultant."

MB Dance Inc dba Garri Dance Studio [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Director of Expanded Learning Expanded Learning Department/ASES
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 010-36000-0-11100-10000-5810-742000

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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $165.00 per hour ☑ / per day ☐ / per session ☐ for a total not to exceed $29,700, including benefits.
2. The term of the Agreement shall be the period commencing on September 1, 2026 and terminating on May 27, 2027.
    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.

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 MB Dance Inc. dba Barri Dance Studio Megan Beadle |
| Title | Address [redacted] |
| Board Approval Date | City, State ZIP [redacted] |

Instructions: 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.

Revised 7/17/2025

## STATEMENT OF WORK

**Program/Project Purpose:** Dance, music, improv and Art instruction to enhance existing program.

**Basis for Request:**
*Provide detail on the needs of the district/school/program for the service to be provided*
A Space to hold classes, electricity to plug in musical equipment.

**Background/Scope/Objectives:**
*Provide as much detail on what this contract will fulfill for the district/school/program and the ways in which this agreement will meet the needs stated above. Provide detail on who will receive the services/hours and/or work product.*
Dance, music, improv and art instruction for Elementary school students at 3 sites.

**Deliverables/Milestones:**
*Provide enter a list of work products that will be derived from this work and/or a description of the services, detailing who will receive/approve said products/services*
Students will learn and create their own creative works through choreography, acting, art and music.

**Invoice Approver:** Director of Expanded Learning Expanded Learning Department/ASES

**Timeline:**
*Provide the timeline of the entire project including the milestones*
September 1, 2026 – May 27, 2027

**Payment Terms:**
*Describe the hourly rate, expected number of hours, etc. in which the agreement was determined*
$165.00/hr for 3 hours per day at each site.
Total of 60 instructional days across 3 sites.

**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 1st day of September, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Alba Johanna Schofield hereinafter referred to as "Consultant."

Alba Johanna Schofield [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Director of Expanded Learning, Expanded Learning Dept., 1900 W. Olive St., Burbank 91506
Print Name Title Location

Date Submitted to Board: 8/6/26 Funding Source (Resource):
010-26000.0-11100-10000-5810-7420000

STRS/PERS Member: Yes x 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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $350.00 per session and a material fee $1,500.00 , of for a total not to exceed $ 9,900.00, including benefits.
2. The term of the Agreement shall be the period commencing on September 1, 2026, and terminating on May 27, 2027.
    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. 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.
6. 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.
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 Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all federal, state and local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees, 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.
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.

| | |
|---|---|
| Administrator | Consultant 7/6/2026 |
| Title | [redacted] |
| Board Approval Date | City, State ZIP |

Instructions: 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. Revised 7/17/2025

# STATEMENT OF WORK

## Program/Project Purpose:

The purpose of this project is to provide supplemental visual arts instruction for students enrolled in the ASES, After School Education/Safety Program during the 2026 - 2027 instructional school year. The program will foster creativity, self-expression, and engagement through structured, hands-on art experiences tailored to elementary learners.

## Basis for Request:

*Provide detail on the needs of the district/school/program for the service to be provided*

The district seeks to enhance its ASES, After School Education/Safety Program by incorporating enriching, developmentally appropriate arts instruction. 1st through 5th grade students benefit from creative, hands-on activities that support fine motor skills, social-emotional development, and active engagement. This service addresses the need for high-quality enrichment opportunities that complement the academic focus of the After School Education/Safety Program.

## Background/Scope/Objectives:

*Provide as much detail on what this contract will fulfill for the district/school/program and the ways in which this agreement will meet the needs stated above. Provide detail on who will receive the services/hours and/or work product.*

This contract will provide twenty-four (24) in-person art instruction sessions for 1st through 5th grade students participating in the ASES after-school program.

Each session will be approximately three (3) hours in duration (3:00 PM – 6:00 PM), inclusive of setup and cleanup time. Instruction will start at or about 3:30 pm, which includes guided, age-appropriate art projects designed to encourage creativity, exploration, and skill development. Students will work with a variety of materials and mediums such as various drawing tools, paint, and mixed media.

Services will be provided at the following school sites:

- Disney Elementary: 1220 W. Orange Ave., Burbank, CA 91506
- Washington Elementary: 2322 N. Lincoln St., Burbank, CA 91504
- Providencia Elementary: 1919 N. Ontario St., Burbank, CA 91505

Objectives include:

- Increasing student engagement during and throughout the school year
- Supporting creative expression and confidence in elementary learners/students
- Providing structured, high-quality arts enrichment experiences

## Deliverables/Milestones:

*Provide enter a list of work products that will be derived from this work and/or a description of the services, detailing who will receive/approve said products/services*

- Delivery of six (24) scheduled in-person art instruction sessions
- Development and facilitation of structured, age-appropriate art lessons
- Completion of student artwork during each session
- On-site coordination with ASES staff to ensure smooth implementation

All services will be completed on-site and overseen by designated school program administrators.

## Invoice Approver:

*Please provide the name and title of the BUSD administrator who will approve the Consultant Portal Invoices for this contract*

Director of Expanded Learning, Expanded Learning Department
1900 W. Olive St., Burbank, CA 91506
Position is vacant at the time of this Agreement, therefore an email cannot be provided.

## Timeline:

*Provide the timeline of the entire project including the milestones*

The project will take place between September 1, 2026, and May 27, 2027, aligned with the BUSD instructional school calendar.

Milestones include:

- September 14, 2026 Session 1 Disney Elementary
- September 16, 2026 Session 2 Disney Elementary
- September 22, 2026 Session 3 Washington Elementary
- September 23, 2026 Session 4 Washington Elementary
- September 28, 2026 Session 5 Providencia Elementary
- September 30, 2026 Session 6 Providencia Elementary

- November 30, 2026 Session 7 Disney Elementary

- December 4, 2026 Session 8 Disney Elementary
- December 7, 2026 Session 9 Washington Elementary
- December 9, 2026 Session 10 Washington Elementary
- December 14, 2026 Session 11 Providencia Elementary
- December 16, 2026 Session 12 Providencia Elementary

- February 1, 2027 Session 13 Disney Elementary
- February 3, 2027 Session 14 Disney Elementary
- February 9, 2027 Session 15 Washington Elementary
- February 10, 2027 Session 16 Washington Elementary
- February 17, 2027 Session 17 Providencia Elementary
- February 25, 2027 Session 18 Providencia Elementary

- March 29, 2027 Session 19 Disney Elementary
- March 31, 2027 Session 20 Disney Elementary

- April 5, 2027 Session 21 Washington Elementary
- April 6, 2027 Session 22 Washington Elementary
- April 12, 2027 Session 23 Providencia Elementary
- April 14, 2027 Session 24 Providencia Elementary

**Note**: Dates above are proposed and subject to change based on program needs, consultant availability, and unforeseen circumstances, such as illness or school closures. Sessions missed will be be rescheduled.

## Payment Terms:

*Describe the hourly rate, expected number of hours, etc. in which the agreement was determined*

Services will be compensated at a flat rate of $8,400.00, for a total of twenty-four (24) sessions, which will be invoiced at $350.00 per session.

In addition, there will be materials fee of $1,500.00, for all twenty-four (24) sessions, which will be invoiced at $62.50 per session, this will be applied to cover the cost of art supplies and consumable materials required for each participant.

Student enrollment may vary by school site. For planning and procurement purposes, materials will be prepared based on an estimated average of students enrolled within the ASES program, consistent with prior years of program participation. This ensures that sufficient materials are available for all students, even if actual attendance fluctuates.

Invoices will be submitted through the Consultant Portal on a monthly basis, on the months services are provided, based on the dates above they will be invoiced monthly as follows; September 2026, November 2026, December 2026, February 2027, March 2027 and April 2027, and will include both instructional fees and materials fee for the number of sessions taught within that month. All invoices will be approved by the designated administrator, aforementioned.

**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 27 day of April, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and David Morin, hereinafter referred to as "Consultant."

David Morin- My Whole Me [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted] 91601
City State Zip

Sponsoring Administrator: Director of Expanded learning District Office
Print Name Title Location

Date Submitted to Board: _____ Funding Source (Resource): 010-26000-0-11100-10000-5810-74200000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** (X) 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 THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,125 per hour ☐ / per day ☐ / per session X for a total not to exceed $ 9,000 including benefits.
2. The term of the Agreement shall be the period commencing on September 1st, 2026 and terminating on May 27th, 2027.
    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.

| | |
|---|---|
| _____ | **David Morin**  |
| Administrator | Consultant |
| _____ | [redacted] |
| Title | |
| _____ | |
| Board Approval Date | City, State ZIP |

Instructions: 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.

Revised 7/17/2025

# STATEMENT OF WORK

## Program/Project Purpose:

## Basis for Request:

The basis for this request is to facilitate student socio/emotional learning for students who may be having challenges with emotional regulation, having and maintaining positive peer experiences and friendships, and understanding their emotions and best practices.

## Background/Scope/Objectives:

My Whole Me uses neuro-informed techniques to help both neurodivergent and neurotypical students better understand their emotions, strengthen peer relationships, improve performance in school, and build practical regulation skills they can use daily. My Whole Me's approach integrates principals from neuroscience, neurolinguistic programing (NLP), and neuro-art therapy within an SEL and trauma-informed framework. All sessions are focused on hands-on, real-life application so students immediately practice what they learn. Each session combines short lessons with movement, creativity, and immediate practice, creating and engaging after-school environment where students learn by doing, building skills they can rely on.

## Deliverables/Milestones:

Students will be able to; Name feelings and body signals, identify stress patterns, implement various strategies including Breathwork, Grounding, sensory strategies, and neuro-art exercises that can be used in stressful situations/moments. Students will also be able to communicate with peers more effectively to resolve conflicts, ask for support, and maintain positive peer relationships.

## Invoice Approver:

The Director of Child Care/ Child Development

## Timeline:

*September 1st, 2026- May 28th, 2027*

## Payment Terms:

Vendor will be paid monthly over 8 total months for work completed.

**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 8/6/26 day by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ——— hereinafter referred to as "Consultant."

Luke Anderson [redacted] [redacted]
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Laura Vinyard, Principal, George Washington Elementary et al
Print Name Title Location

Date Submitted to Board: 8/6/26 Funding Source (Resource): various (see attached)

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 $ 45.00 per hour ■ / per day ☐ / per session ☐ for a total not to exceed $ ———, including benefits.
2. The term of the Agreement shall be the period commencing on 8/17/26 and terminating on 5/27/27
   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.

| | |
|---|---|
| Laura Vinyard et al | |
| Administrator | Consultant |
| Principal | [redacted] |
| Title | |
| | |
| 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:

Instruction of appropriate playgruond behavior and SEL support.

## Basis for Request:

Luke Anderson, Peaceful Playground instructor, will provide instruction in a variety of games played across the playground at 8 BUSD elementary schools.

## Background/Scope/Objectives:

Every student will receive instruction three times per semester. Students will also participate in weekly playground activities led by Coach Luke.

## Deliverables/Milestones:

Weekly lessons in appropriate playground behavior.

## Invoice Approver:

Laura Vinyard, Principal, George Washington Elementary, et al

## Timeline:

8/17/26-5/27/27

## Payment Terms:

Monthly upon submission of consultant payment request

Appropriation No. For Peaceful Playgrounds Program

| School | Appropriation No. | Amount to be paid |
|---|---|---|
| Washington | 010-90820-0-11100-10000-5810-216-0000 | $4500 |
| Disney | 010-30100-2-11100-10000-5810-201-0000-0000 | $4500 |
| Stevenson | 010-90201-0-11100-1000-5810-215-0000-0000 | $4500 |
| Providencia | 010-90201.0-11000-10000-5810-2138700 | $4500 |
| Miller | 010-30100.2-11100-10000-5810-210-0000-0000 | $9000 |
| McKinley | 010-30100-0-11100-10000-5810-209-9000 | $4500 |
| Emerson | 010.90201.017011.10000.5810.203.8200.0000 | $4500 |
| Edison | 010-90870-0-11100-10000-5810-202-0000 | $4500 |

Luke Anderson is a member of the Peaceful Playground Program. He has worked in Burbank schools since 2019, including working with the ASES program, as well as working with students and staff at various schools.

Mr. Anderson is responsible for developing the Peaceful Playground Program, which teaches students how to participate in playground games in appropriate ways. He teaches the rules of the games, as well as how to play with good sportsmanship.

Mr. Anderson has designed curriculum and run sports summer camps in partnership with Burbank Parks and Recreation.

He has provided child care in a licensed facility for preschool-6$^{th}$ graders. He has supervised children, planned activities for them, and provided logistical support.

# Burbank Unified School District
# Instructional Services
# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Oscar Macias, Assistant Superintendent of Instructional Services |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Williams Settlement Quarterly Report on Uniform Complaints 2025-2026 |

---

**Background:**

The Williams Lawsuit Settlement Quarterly Report and its procedures are required by the State for the public to have a means by which to file complaints alleging violation of federal or state laws or regulations governing various educational programs.

**Discussion and Issues:**

All school districts are required to report summarized data on the nature and resolution of all complaints addressing insufficient instructional materials, teacher vacancies and mis-assignment, and emergency or urgent facilities issues on a quarterly basis to the Los Angeles County Superintendent of Schools in accordance with the provisions of the Williams settlement legislation, per Education Code 35186 (SB550 and AB 2727).

This is the fourth report to the Board of Education for the 2025-2026 school year. There are no incidents to report.

**Fiscal Impact:**

There is no fiscal impact.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2025-2026, Report Summary No. 4, April 1, 2026 through June 30. 2026, as presented.

Los Angeles County Office of Education

# Williams Lawsuit Settlement
## Quarterly Report on Uniform Complaints 2025-2026

| DISTRICT NAME | DATE |
|---|---|
| Burbank Unified School District | Mar 30, 2026 |
| **PERSON COMPLETING THIS FORM** | **TITLE** |
| Oscar Macias | Assistant Superintendent |

Quarter Covered by This Report (Check One Below):

| | | | |
|---|---|---|---|
| ☐ | 1st QTR | July 1 to September 30 | Due: Friday, October 17, 2025 |
| ☐ | 2nd QTR | October 1 to December 31 | Due: Friday, January 16, 2026 |
| ☐ | 3rd QTR | January 1 to March 31 | Due: Friday, April 17, 2026 |
| ■ | 4th QTR | April 1 to June 30 | Due: Friday, July 19, 2026 |

DATE REPORT WAS PRESENTED TO THE GOVERNING BOARD AT A REGULARLY SCHEDULED MEETING
August 6, 2026

Please Check the Box That Applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints:

| | Number of Complaints Received in Quarter | Number of Complaints Resolved | Number of Complaints Unresolved |
|---|---|---|---|
| **Instructional Materials** | 0 | 0 | 0 |
| **Facilities** | 0 | 0 | 0 |
| **Teacher Vacancy and Misassignment** | 0 | 0 | 0 |
| **TOTAL** | 0 | 0 | 0 |

| PRINT NAME OF DISTRICT SUPERINTENDENT | |
|---|---|
| Thomas McCoy, Superintendent | |
| **SIGNATURE OF DISTRICT SUPERINTENDENT** | **DATE** |
| | August 7, 2026 |

**Submit the Quarterly Summary Using Canvas Account**
https://lacoepd.instructure.com/courses/715

**or Mail to:**
Los Angeles County Office of Education
Attn: Francisco Jimenez, Williams Instructional Materials
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
Fax: (562) 803-8325
Email: Jimenez_Francisco@lacoe.edu

**Burbank Unified School District**
**Instructional Services**

**REPORT TO THE BOARD**

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Samantha Theisen, Director, Arts & CTE |
| SUBMITTED BY: | Laura Erisman, Administrative Secretary |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Arts for All Advancement Grant Program Agreement CONTRACT #: RTGR001520 |

---

**Background:**
The Burbank Unified School joined the Los Angeles County Arts Commission's Arts for All Initiative and convened its first Community Arts Team in 2004. The Board adopted BUSD's Arts for All Plan, a strategic blueprint for increasing student access to a standards-based, sequential arts education, in December 2005. As a vanguard member of the Los Angeles County Arts Commission's Arts for All countywide initiative, Burbank Unified became eligible for pooled fund grants. Burbank Unified Arts for All has received more than $850,000 in grant funding since 2004, in support of establishing an arts coordinator position, professional development, materials, equipment supplies, teaching artist workshops, consultants, facilitators, and curriculum development in the visual and performing arts.

**Discussion/Issues:**
A copy of the 2026-2027 Arts for All Advancement Grant Contract # RTGR001520 includes grant recipient requirements and a budget that outlines required district matching funds, district in kind contributions, and the grant amount awarded by the Los Angeles County Department of Arts & Culture to the Burbank Unified School District Arts for All program.

**Fiscal Impact:**
The District's Arts for All Program will gain **$22,600** from the Los Angeles County Department of Arts & Culture Advancement Grant. The District will contribute matching funds in the amount of $250,000 (LCAP funds for Elementary Music Teachers salaries and benefits, Instrument Repair and Replacement, Visual Arts materials and supplies $20,000; Title 9 – ELD Theatre Arts Integration $90,000; CTEIG Grant - $60,000; TCLFF music Grant - $96,000; Prop 28 - $44,000). The 2026-2027 Advancement Grant will be used to support CTE Arts, Media, and Entertainment programs, artist in residencies, professional development, and additional support for the new Director of Arts and CTE.

**Recommendation:**
Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve the Arts Advancement Grant Agreement between the Burbank Unified School District and the Los Angeles County Department of Arts & Culture, effective August 7,2026 through June 30, 2027, to accept an award amount of $**22,600**, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

June 18, 2026

Dr. Oscar Macias
Interim Superintendent
Burbank Unified School District
1900 West Olive Ave.
Burbank, CA 91506-2438

Dear Dr. Macias:

Thank you for applying to the Advancement Grant Program! The **LA County Department of Arts and Culture (Arts and Culture) is pleased to award Burbank Unified School District a matching grant of $22,600 through the Arts Ed Collective Advancement Grant**.

As a partner district in the LA County Arts Education Collective—a public-private partnership coordinated by the LA County Department of Arts and Culture in collaboration with the LA County Office of Education—you are part of a countywide initative to expand equitable, high-quality arts education for all young people. We commend your district for its leadership and commitment to advancing arts learning.

This year marks significant progress across the region, including developments in arts staffing, course expansion, and districtwide arts initiatives. The Arts Ed Collective will continue to support districts through coaching, shared learning, and resources that strengthen systems and elevate student access to the arts. The Advancement Grants are a key part of those resources, providing funding support for your efforts.

A peer panel review process with knowledgeable representatives of the arts education community assessed a total of 37 Advancement Grant applications scoring each against an established review criteria. Final scores were determined by the panel plus priority points as outlined in the grant guidelines, for a maximum of 132 points. Your district received a score of 90.

To support next steps, Arts and Culture staff will work closely with your district's project lead, Peggy Flynn, on contracting and implementation of the proposed project. To schedule a time to discuss panel feedback, contact Keelia Postlethwaite Stinnett, Program Manager, at artsedcollective@arts.lacounty.gov. We also encourage you to explore additional arts education resources.

Congratulations again, and thank you for your dedication to ensuring that every student has meaningful learning opportunities in the arts. We look forward to supporting your district in the year ahead.

Very best regards,

Debra Duardo, MSW, Ed.D.
Superintendent
Los Angeles County Office of Education

Kristin Sakoda, J.D.
Director
LA County Department of Arts and Culture

cc: Peggy Flynn

LA County ARTS & CULTURE

# Grant Agreement #: RTGR001520
# Advancement Grant Program Agreement

This Agreement ("Agreement") is entered into and effective as of this _____ ("Effective Date"), by and between the County of Los Angeles ("County"), a body corporate and politic of the State of California, by and through its Los Angeles County Department of Arts and Culture ("Arts and Culture"), and:

Organization ("Grantee"): **BURBANK UNIFIED SCHOOL DISTRICT**
Address: **1900 West Olive Ave.**
City, State, Zip: **Burbank, CA 91506-2438**
Primary Contact: **Samantha Theisen**
Email Address: **samanthatheisen19@gmail.com**
Los Angeles County Vendor #: **11303902**

## LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT

The County, through Arts and Culture, provides grants to Los Angeles County School Districts to support quality arts education programming for public school students.

Grantee is a Los Angeles County School District that is part of the Arts Ed Collective network and is currently implementing a board-approved strategic plan for arts education.

## Section 1. AGREEMENT DOCUMENTS

This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached hereto as Exhibit A, and the General Terms and Instructions attached hereto as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and conditions contained therein.

## Section 2. PURPOSE AND SCOPE OF GRANT

The County desires to provide a grant to support Grantee in addressing and achieving key action items that move them toward their long term vision for arts education within their school district, as described in the application materials submitted to the County in connection with this grant. Specifically, this grant award will be used for the following purposes only ("Project"):
***to support artist residencies, district-wide arts professional development, and a part-time arts TOSAoftware and visual arts curriculum for middle school.***

## Section 3. AGREEMENT TERM

The term of this Agreement shall commence when executed by all parties hereto, no earlier than July 1, 2026**,** and shall expire on **June 30, 2027.** At the sole discretion of the County, the Term may be extended in the event of delays to the implementation of the contracted project. Such an extension shall be memorialized in writing.

## Section 4. MAXIMUM GRANT AMOUNT

The maximum grant amount payable by the County to the Grantee under this Agreement may not exceed: **$22,600.**

**Section 5. ADDITIONAL TERMS AND CONDITIONS**

A. **Matching Funds**. As a condition of this grant award, Grantee must provide, at a minimum, matching funds equal to or exceeding the amount set forth in Section 4, above, for the purposes of funding the Project. If for any reason Grantee fails to contribute any or all of the required matching funds, the grant award will be reduced in an amount equal to the amount of matching funds Grantee fails to contribute. Grantee must reimburse the County any grant amount forfeited pursuant to this paragraph within 10 business days of a demand by the County for reimbursement, or within 30 days of expiration of the term of this Agreement, whichever is earlier. Grantee will follow those procedures and requirements established in the General Terms and Instructions (Exhibit B) for the acquisition and reporting of matching funds.

B. No grant funds will be disbursed until Grantee submits evidence that its School Board has approved or ratified this Agreement.

C. The County will pay the grant allocations set forth in Section 4, above, to Grantee in up to three (3) installments. The County will not pay any interest or other charges on any grant allocation. Grantee must submit invoices as follows:

(i) Grantee may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.

(ii) Grantee may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.

(iii) Grantee must submit one (1) invoice for all unpaid grant funds on or before May 15, 2027. This invoice is mandatory and must be accompanied by a completed Final Report, as described in the General Terms and Instructions (Exhibit B). Payment pursuant to this invoice is contingent upon submission of the Final Report.

Grantee’s failure or election not to submit an optional invoice pursuant to (i) or (ii), above, will not limit, reduce, or otherwise affect the Grantee's obligations under this Agreement.

D. All grant funds must be expended by May 15, 2027, unless written approval is granted. Any funds allocated by the County to Grantee pursuant to this Agreement which are not used by Grantee in support of the Project must be returned to the County within 30 days of the expiration of the term of this Agreement. Grantee will forfeit any grant funds which remain unused upon the expiration of this Agreement.

E. Grantee agrees to comply with the terms of this Agreement, including the terms set forth in the attached Exhibits A and B, all applicable local, state and federal laws, and all applicable current and future guidelines issued by Arts and Culture.

F. **Signatures**. Grantee represents and warrants that the person or persons executing this Agreement for Grantee is/are authorized agent(s) who have actual authority to bind Grantee to each and every provision of this Agreement, and that all requirements of Grantee have been fulfilled to provide such actual authority.

G. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same Agreement. Manual signatures may be provided by facsimile, or digitally scanned and provided by electronic mail. Grantee will maintain on file and, upon the County's request, agrees to provide the County with an original of a signature provided by facsimile or electronic mail. Alternatively, grantee may provide electronic signatures of authorized signors via Adobe Sign.

**IN WITNESS WHEREOF,** the County has executed these presents by causing them to be subscribed by the Director of its Department of Arts and Culture, and Grantee has caused these presents to be executed by its duly authorized representatives, the date first above written.

COUNTY OF LOS ANGELES

By: _____ Date: _____
Kristin Sakoda, Director
Department of Arts and Culture

GRANTEE

By: _____ Date: _____
Abigail Pontzer Kamkar, Board President
BURBANK UNIFIED SCHOOL DISTRICT

By: _____ Date: _____
Dr. Oscar Macias, Superintendent
BURBANK UNIFIED SCHOOL DISTRICT

APPROVED AS TO FORM:
Dawyn R. Harrison
County Counsel

By: _____
Amy Cooper
Deputy County Counsel

**EXHIBIT A**

**STANDARD TERMS AND CONDITIONS**

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# 1 DEFINITIONS

## 1.1 Contract

This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work.

## 1.2 Contractor

The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this contract.

## 1.3 Statement of Work

The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.

## 1.4 Subcontract

An agreement by the contractor to employ a subcontractor to provide services to fulfill this contract.

## 1.5 Subcontractor

Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to contractor in furtherance of contractor's performance of this contract, at any tier, under oral or written agreement.

## 1.6 Board of Supervisors (Board)

The Board of Supervisors of the County of Los Angeles acting as governing body.

## 1.7 County Project Manager

Person designated by County's Project Director to manage the operations under this contract.

## 1.8 County Contract Project Monitor

Person with responsibility to oversee the day-to-day activities of this contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the contractor.

## 1.9 County Project Director

Person designated by County with authority for County on contractual or administrative matters relating to this contract that cannot be resolved by the County's Project Manager.

## 1.10 Day(s)

Calendar day(s) unless otherwise specified.

## 1.11 Contractor Project Manager

The person designated by the Contractor to administer the Contract operations under this Contract.

### 1.12 Fiscal Year

The twelve (12) month period beginning July 1st and ending the following June 30th.

## 2 STANDARD ARTS AND CULTURE TERMS

### 2.1 Requisite Skills

The Contractor represents and warrants to the County, and County relies on such representation and warranty, that the Contractor (including its employees and agents) has the necessary skills, competence and expertise to fully and completely perform the specialized services called for under this Agreement. The County and the Contractor understand and agree that the Contractor is responsible for the means and methods of performing these specialized services and accomplishing the results, deliverables, objectives and/or purposes specified and/or requested by the County pursuant to this Agreement.

### 2.2 Work Beyond Scope of Contract

If the Consultant provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Consultant, and the Consultant must have no claim whatsoever against the County.

### 2.3 No Payment for Services Provided Following Expiration – Termination of Contract

The Consultant will have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Consultant after the expiration or other termination of this Contract. Should the Consultant receive any such payment it must immediately notify County and must immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract will not constitute a waiver of County's right to recover such payment from the Consultant.

### 2.4 Notification of 75% of Total Contract Sum

The Consultant must maintain a system of record keeping that will allow the Consultant to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Consultant must send written notification to County Contract Manager.

### 2.5 Patent, Copyright, and Trade Secret Indemnification

**2.5.1** The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure and shall support the Contractor's defense and settlement thereof.

**2.5.2** In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor,

at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:

**2.5.2.1** Procure for County all rights to continued use of the questioned equipment, part, or software product; or

**2.5.2.2** Replace the questioned equipment, part, or software product with a non-questioned item; or

**2.5.2.3** Modify the questioned equipment, part, or software so that it is free of claims.

**2.5.2.4** The Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended.

## 3 STANDARD COUNTY TERMS

### 3.1 Compliance with Applicable Law

**3.1.1** In the performance of this Contract, contractor must comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

**3.1.2** Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to contractor's indemnification obligations under Paragraph 8.6 (Compliance with Applicable Law) will be conducted by contractor and performed by counsel selected by contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

### 3.2 Compliance with Civil Rights Laws

The contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from

participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, contractor certifies to the County:

**3.2.1** That contractor has a written policy statement prohibiting discrimination in all phases of employment.

**3.2.2** That contractor periodically conducts a self-analysis or utilization analysis of its work force.

**3.2.3** That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

**3.2.4** Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

### 3.3 Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit J (Charitable Contributions Certification), the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

### 3.4 Prohibited Activity.

To the extent applicable, the Contractor represents and warrants that it will not engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The Contractor agrees to comply with the provision of the federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 101-121 (31 USC § 1352) which prohibits use of federal funds to influence the award of federal contracts or grants.

### 3.5 Liquidated Damages

**3.5.1** If, in the judgment of the Department Head, or his/her designee, the contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Department Head, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the contractor from the County, will be forwarded to the contractor by the Department Head, or his/her designee, in a written notice describing the reasons for said action.

**3.5.2** If the Department Head, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or his/her designee, deems are correctable by the contractor over a certain time span, the Department Head, or his/her designee, will provide a written notice to the contractor to correct the deficiency within specified time frames. Should the contractor fail to correct deficiencies within said time frame, the Department

Head, or his/her designee, may: (a) Deduct from the contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is $100 per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS)) Chart of Exhibit A (Statement of Work and Attachments) hereunder, and that the contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the contractor; and/or (c) Upon giving five (5) days notice to the contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the contractor from the County, as determined by the County.

**3.5.3** The action noted in Paragraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the contractor to recover the County cost due to the failure of the contractor to complete or comply with the provisions of this Contract.

**3.5.4** This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

## 3.6 Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the contractor under this Contract will also be reduced correspondingly. The County's notice to the contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the contractor must continue to provide all the services set forth in this Contract.

## 3.7 Complaints

The contractor must develop, maintain, and operate procedures for receiving, investigating and responding to complaints.

### 3.7.1 Complaint Procedures

**3.7.1.1** Within 10 (ten) business days after the Contract effective date, the contractor must provide the County with the contractor's policy for receiving, investigating and responding to user complaints.

**3.7.1.2** The County will review the contractor's policy and provide the contractor with approval of said plan or with requested changes.

**3.7.1.3** If the County requests changes in the contractor's policy, the contractor must make such changes and resubmit the plan within 10 (ten) business days for County approval.

**3.7.1.4** If, at any time, the contractor wishes to change the contractor's policy, the contractor must submit proposed changes to the County for approval before implementation.

**3.7.1.5** The contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within 10 (ten) business days of receiving the complaint.

**3.7.1.6** When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.

**3.7.1.7** Copies of all written responses must be sent to the County's Project Manager within 10 (ten) business days of mailing to the complainant.

## 3.8 County's Quality Assurance Plan

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

## 3.9 Contractor Responsibility and Debarment

### 3.9.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

### 3.9.2 Chapter 2.202 of the County Code

The contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the contractor on this or other contracts which indicates that the contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the contractor may have with the County.

### 3.9.3 Non-responsible contractor

The County may debar a contractor if it finds, in its discretion, that the contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

### 3.9.4 Contractor Hearing Board

**3.9.4.1** If there is evidence that the contractor may be subject to debarment, the Department will notify the contractor in writing of the evidence which is the basis for the proposed debarment and will advise the contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

**3.9.4.2** The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or the contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the contractor should be debarred, and, if so, the appropriate length of time of the debarment. The contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

**3.9.4.3** After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**3.9.4.4** If a contractor has been debarred for a period longer than five (5) years, that contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.

**3.9.4.5** The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment and includes

supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

**3.9.4.6** The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**3.9.4.7** Subcontractors of Contractor. These terms will also apply to subcontractors of County contractors.

## 3.10 Damage to County Facilities, Buildings or Grounds

**3.10.1** The contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the contractor or employees or agents of the contractor. Such repairs must be made immediately after the contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

**3.10.2** If the contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the contractor by cash payment upon demand.

## 3.11 Publicity

**3.11.1** The contractor must not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the contractor from publishing its role under this Contract within the following conditions:

**3.11.1.1** The contractor must develop all publicity material in a professional manner; and

**3.11.1.2** During the term of this Contract, the contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County will not unreasonably withhold written consent.

**3.11.1.3** The contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Paragraph 3.11 (Publicity) will apply.

## 3.12 Records

### 3.12.1 Public Records Act

**3.12.1.1** Any documents submitted by the contractor; all information obtained in connection with the County's right to audit and inspect the contractor's documents, books, and accounting records pursuant to Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

**3.12.1.2** In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### 3.12.2 Record Retention and Inspection-Audit Settlement

**3.12.2.1** The contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

**3.12.2.2** In the event that an audit of the contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the contractor or otherwise, then the contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

**3.12.2.3** Failure on the part of the contractor to comply with any of the provisions of this subparagraph will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

**3.12.2.4** If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the contractor, then the difference must be either: a) repaid by the contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the contractor, then the difference will be paid to the contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

## 3.13 Conflicts of Interest

**3.13.1** Conflict of Interest

**3.13.1.1** No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

**3.13.1.2** The contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The contractor warrants that it is not now aware of any facts that create a conflict of interest. If the contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County.

Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph will be a material breach of this Contract.

**3.13.2** Prohibition Against Inducement or Persuasion

Notwithstanding the above, the contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

**3.13.3** Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision will survive the expiration, or other termination of this Agreement.

## 3.14 Employment Eligibility Verification

**3.14.1** The contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The contractor must obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The contractor must retain all such documentation for all covered employees for the period prescribed by law.

**3.14.2** The contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

## 3.15 Independent Contractor Status

**3.15.1** This Contract is by and between the County and the contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever. Except as otherwise expressly provided in the

Agreement, Contractor has no power or authority to bind the County to any obligations, agreements, or contracts.

**3.15.2** The contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the contractor.

**3.15.3** The contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the contractor and not employees of the County. The contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the contractor pursuant to this Contract.

**3.15.4** Use of the County seal or other County identifier requires prior written approval of the County Chief Administrative Officer or his or her designee. IMPROPER USE OF THE COUNTY SEAL OR OTHER IDENTIFIER SHALL BE REFERRED TO THE COUNTY DISTRICT ATTORNEY OR OTHER APPROPRIATE PROSECUTORIAL AGENCY FOR INVESTIGATION AND PROSECUTION TO THE FULL EXTENT PERMITTED BY LAW. To the extent such material includes the County seal or other identifier, such material shall be distinguishable from County materials and expressly and clearly indicate that Contractor is an independent contractor or consultant.

## 3.16 Most Favored Public Entity

If the contractor's prices decline or should the contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

## 3.17 Non-Exclusivity

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

## 3.18 Nondiscrimination and Affirmative Action

**3.18.1** The contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

**3.18.2** Contractor certifies to the County each of the following:

**3.18.2.1** That contractor has a written policy statement prohibiting discrimination in all phases of employment.

**3.18.2.2** That contractor periodically conducts a self-analysis or utilization analysis of its work force.

**3.18.2.3** That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

**3.18.2.4** Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

**3.18.3** The contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

**3.18.4** The contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

**3.18.5** The contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

**3.18.6** The contractor will allow County representatives access to the contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 3.18 (Nondiscrimination and Affirmative Action) when so requested by the County.

**3.18.7** If the County finds that any provisions of this Paragraph 3.18 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the contractor has violated Federal, or State anti-discrimination laws or regulations will constitute a finding by the County that the contractor has violated the anti-discrimination provisions of this Contract.

**3.18.8** The parties agree that in the event the contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

### 3.19 Fair Labor Standards

The contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the contractor's employees for which the County may be found jointly or solely liable.

### 3.20 Notices

All notices or demands required or permitted to be given or made under this Contract must be emailed to County Project Lead and Contractor as identified in the Contract, Paragraph 4.1 (County's Administration) and Paragraph 4.2 (Contractor's Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Department Director, or his/her designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

#### 3.20.1 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

#### 3.20.2 Notice of Disputes

The contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Department Director (Department Head), or designee will resolve it.

### 3.21 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

## 4 COMPLIANCE WITH COUNTY REQUIREMENTS

### 4.1 Drug Free Workplace Compliance

The Contractor hereby warrants and certifies that it shall comply with Board Policy 9.050 and the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code § 8350 et seq.), as amended, including provision of the requisite certification as set forth therein; and the federal Drug-Free Workplace Act of 1988, including its implementing regulations (29 CFR Part 98 commencing with §98.600), as applicable.

### 4.2 Warranty Against Contingent Fees

**4.2.1** The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or

understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

**4.2.2** For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## 4.3 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless contractor qualifies for an exemption or exclusion, contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

## 4.4 Time Off for Voting

The contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

## 4.5 Compliance with the County's Jury Service Program

### 4.5.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

### 4.5.2 Written Employee Jury Service Policy

**4.5.2.1** Unless the contractor has demonstrated to the County's satisfaction either that the contractor is not a "contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the contractor must have and adhere to a written policy that provides that its Employees will receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the Employee's regular pay the fees received for jury service.

**4.5.2.2** For purposes of this paragraph, "contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars ($50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any

California resident who is a full-time employee of the contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.

**4.5.2.3** If the contractor is not required to comply with the Jury Service Program when the Contract commences, the contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the contractor must immediately notify the County if the contractor at any time either comes within the Jury Service Program's definition of "contractor" or if the contractor no longer qualifies for an exception to the Jury Service Program. In either event, the contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the contractor demonstrate, to the County's satisfaction that the contractor either continues to remain outside of the Jury Service Program's definition of "contractor" and/or that the contractor continues to qualify for an exception to the Program.

**4.5.2.4** Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

### 4.6 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## 4.7 Compliance with the County Policy of Equity

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (https://ceop.lacounty.gov/). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

## 4.8 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

## 4.9 Contractor's Warranty of Adherence to County's Child Support Compliance Program

**4.9.1** The contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

**4.9.2** As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the contractor's duty under this Contract to comply with all applicable provisions of law, the contractor warrants that it is now in compliance and will during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

## 4.10 Consideration of Hiring GAIN/START Participants

**4.10.1** Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements

to: GAINSTART@DPSS.LACOUNTY.GOV and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.

**4.10.2** In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

### 4.11 Notice to Employees Regarding the Federal Earned Income Credit

The contractor must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### 4.12 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law

The contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's poster in a prominent position at the contractor's place of business. The contractor will also encourage its subcontractors, if any, to post the poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

**4.12.1** Notice to Employees Regarding the Safely Surrendered Baby Law

The contractor must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

### 4.13 Recycled Bond Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

## 5 INDEMNIFICATION AND INSURANCE

### 5.1 Indemnification

The contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

### 5.2 General Provisions for all Insurance Coverage

**5.2.1** Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance

coverage satisfying the requirements specified in Paragraph 7 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

**5.2.2 Evidence of Coverage and Notice to County**

**5.2.2.1** Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.

**5.2.2.2** Renewal Certificates must be provided to County not less than ten (10) days prior to contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.

**5.2.2.3** Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars ($50,000), and list any County required endorsement forms.

**5.2.2.4** Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

**5.2.2.5** Certificates and copies of any required endorsements must be e-mailed to: admin@arts.lacounty.gov or sent to:

County of Los Angeles
Department of Arts and Culture
500 West Temple Street, B-79-2
Los Angeles, CA 90012

**5.2.2.6** Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to contractor. Contractor also must promptly notify County of any third party claim or suit filed against

contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against contractor and/or County.

**5.2.3 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, it's Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under contractor's General Liability policy with respect to liability arising out of contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status must apply with respect to liability and defense of suits arising out of the contractor's acts or omissions, whether such liability is attributable to the contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

**5.2.4 Cancellation of or Changes in Insurance**

Contractor must provide County with, or contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

**5.2.5 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to contractor, deduct the premium cost from sums due to contractor or pursue contractor reimbursement.

**5.2.6 Insurer Financial Ratings**

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A: VII unless otherwise approved by County.

**5.2.7 Contractor's Insurance Must Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any contractor coverage.

**5.2.8 Waivers of Subrogation**

To the fullest extent permitted by law, the contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

### 5.2.9 Subcontractor Insurance Coverage Requirements

Contractor must include all subcontractors as insureds under contractor's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and contractor as additional insureds on the subcontractor's General Liability policy. Contractor must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

### 5.2.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will not obligate the County to pay any portion of any contractor deductible or SIR. The County retains the right to require contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

### 5.2.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination, or cancellation.

### 5.2.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

### 5.2.13 Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

### 5.2.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

### 5.2.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### 5.3 Insurance Coverage

**5.3.1** **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

| | |
|---|---|
| General Aggregate: | $2 million |
| Products/Completed Operations Aggregate: | $1 million |
| Personal and Advertising Injury: | $1 million |
| Each Occurrence: | $1 million |

**5.3.2** **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**5.3.3** **Workers Compensation and Employers' Liability** insurance or qualified self- insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

**5.3.4** **Unique Insurance Coverage**

**5.3.4.1** **Sexual Misconduct Liability**

For contracts involving Contractor's work with minors, senior citizens, or vulnerable populations, Contractor must also maintain insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

## 6 UNIQUE TERMS AND CONDITIONS

## 6.1 Local Small Business Enterprise (LSBE) Preference Program

If the Contractor had requested and was granted the Local Small Business Enterprise preference:

**6.1.1** This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

**6.1.2** The Contractor will not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

**6.1.3** The Contractor will not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

**6.1.4** If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, will:

**6.1.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.1.4.2** In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and

**6.1.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## 6.2 Social Enterprise (SE) Preference Program

If the Contractor had requested and was granted the Social Enterprise preference:

**6.2.1** This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

**6.2.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

**6.2.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a

County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

**6.2.4** If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

**6.2.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.2.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and

**6.2.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## 6.3 Disabled Veteran Business Enterprise (DVBE) Preference Program

If the Contractor had requested and was granted the Local Small Business DVBE preference:

**6.3.1** This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

**6.3.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

**6.3.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

**6.3.4** If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

**6.3.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.3.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and

**6.3.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

**6.3.4.4** Notwithstanding any other remedies in this contract, the above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

# 7 STANDARD CONTRACT TERMS

## 7.1 Force Majeure

**7.1.1** Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").

**7.1.2** Notwithstanding the foregoing, a default by a subcontractor of contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both contractor and such subcontractor, and without any fault or negligence of either of them. In such case, contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit contractor to meet the required performance schedule. As used in this subparagraph, the term “subcontractor” and “subcontractors” mean subcontractors at any tier.

**7.1.3** In the event contractor's failure to perform arises out of a force majeure event, contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

# 8 Termination

## 8.1 Termination for Breach of Warranty to Maintain Compliance with County’s Child Support Compliance Program

Failure of the contractor to maintain compliance with the requirements set forth in Paragraph 4.9 (Contractor’s Warranty of Adherence to County’s Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the contractor to cure such default within ninety (90) calendar days of written notice will

be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.3 (Termination for Default) and pursue debarment of the contractor, pursuant to County Code Chapter 2.202.

**8.2 Termination for Convenience**

**8.2.1** This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by notice of termination to the contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

**8.2.2** After receipt of a notice of termination and except as otherwise directed by the County, the contractor must:

**8.2.2.1** Stop work under this Contract on the date and to the extent specified in such notice, and

**8.2.2.2** Complete performance of such part of the work as would not have been terminated by such notice.

**8.2.3** All material including books, records, documents, or other evidence bearing on the costs and expenses of the contractor under this Contract must be maintained by the contractor in accordance with Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement).

**8.3 Termination for Default**

**8.3.1** The County may, by written notice to the contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

**8.3.1.1** Contractor has materially breached this Contract; or

**8.3.1.2** Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

**8.3.1.3** Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

**8.3.2** In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.3.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The contractor will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

**8.3.3** Except with respect to defaults of any subcontractor, the contractor will not be liable for any such excess costs of the type identified in Paragraph 8.3.2 if its

failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

**8.3.4** If, after the County has given notice of termination under the provisions of Paragraph 8.3.1 (Termination for Default) it is determined by the County that the contractor was not in default under the provisions of Paragraph 8.3.1 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.3.1, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.2 (Termination for Convenience).

**8.3.5** The rights and remedies of the County provided in this Paragraph 8.3.1 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

### 8.4 Termination for Improper Consideration

**8.4.1** The County may, by written notice to the contractor, immediately terminate the right of the contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the contractor’s performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the contractor as it could pursue in the event of default by the contractor.

**8.4.2** The contractor must immediately report any attempt by a County officer or employee to solicit such improper consideration. The report must be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

**8.4.3** Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

### 8.5 Termination for Insolvency

**8.5.1** The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

**8.5.1.1** Insolvency of the contractor. The contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the contractor is insolvent within the meaning of the Federal Bankruptcy Code;

**8.5.1.2** The filing of a voluntary or involuntary petition regarding the contractor under the Federal Bankruptcy Code;

**8.5.1.3** The appointment of a Receiver or Trustee for the contractor; or

**8.5.1.4** The execution by the contractor of a general assignment for the benefit of creditors.

**8.5.2** The rights and remedies of the County provided in this Paragraph 8.5.1 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## 8.6 Termination for Non-Adherence of County Lobbyist Ordinance

The contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the contractor, must fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the contractor or any County Lobbyist or County Lobbying firm retained by the contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

## 8.7 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County will not be obligated for the contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the contractor in writing of any such non-allocation of funds at the earliest possible date.

## 8.8 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of contractor to maintain compliance with the requirements set forth in Paragraph 4.3 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of contractor, pursuant to Los Angeles County Code Chapter 2.206.

## 8.9 Waiver

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver

thereof. The rights and remedies set forth in this paragraph 8.9 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

### 8.10 Amendments

**8.10.1** For any change which affects the scope of work, term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

**8.10.2** Arts and Culture may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract must be prepared and executed by the contractor and by the Department Director or his/her designee.

**8.10.3** The Department Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4 (Term of Contract). The contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

### 8.11 Assignment and Delegation/Mergers or Acquisitions

**8.11.1** The contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

**8.11.2** The contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the contractor may have against the County.

**8.11.3** Any assumption, assignment, delegation, or takeover of any of the contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against contractor as it could pursue in the event of default by contractor.

### 8.12 Subcontracting

**8.12.1** The requirements of this Contract may not be subcontracted by the contractor without the advance approval of the County. Any attempt by the contractor to

subcontract without the prior consent of the County may be deemed a material breach of this Contract.

**8.12.2** If the contractor desires to subcontract, the contractor must provide the following information promptly at the County's request:

**8.12.2.1** A description of the work to be performed by the subcontractor.

**8.12.2.2** A draft copy of the proposed subcontract; and

**8.12.2.3** Other pertinent information and/or certifications requested by the County.

**8.12.3** The contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the contractor employees.

**8.12.4** The contractor will remain fully responsible for all performances required of it under this Contract, including those that the contractor has determined to subcontract, notwithstanding the County's approval of the contractor's proposed subcontract.

**8.12.5** The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The contractor is responsible to notify its subcontractors of this County right.

**8.12.6** The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, contractor must forward a fully executed subcontract to the County for their files.

**8.12.7** The contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

**8.12.8** The contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. Before any subcontractor employee may perform any work hereunder, contractor must ensure delivery of all such documents to the County Project Manager.

## 8.13 Governing Law, Jurisdiction, and Venue

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

## 8.14 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

### 8.15 Interpretation

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

### 8.16 Authorization Warranty

The contractor represents and warrants that the person executing this Contract for the contractor is an authorized agent who has actual authority to bind the contractor to each and every term, condition, and obligation of this Contract and that all requirements of the contractor have been fulfilled to provide such actual authority.

### 8.17 Entire Agreement

**8.17.1** This Contract constitutes the entire, full, complete and exclusive statement of understanding between the parties which supersede all previous written or oral agreements, and all prior communications between the parties relating to the subject matter of this Contract.

**8.17.2** Contractor warrants that he/she has received a copy of this Agreement, including all exhibits thereto, and upon execution of this Agreement, it shall be Contractor's responsibility to retain on file, and to abide by the entire Contract.

### 8.18 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The email or electronic signature of the Parties will be deemed to constitute original signatures, and electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.10 (Amendments) and received via email or electronic signature, as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

## 9 Survival

In addition to any terms and conditions of this Agreement that expressly survive expiration or termination of this Agreement by their terms, the following provisions shall survive the expiration or termination of this Agreement for any reason:

- Paragraph 1.0 (Definitions)
- Paragraph 8.10 (Amendments)
- Paragraph 3.1 (Compliance with Applicable Law)
- Paragraph 7.1 (Force Majeure)
- Paragraph 8.13 (Governing Law, Jurisdiction, and Venue)
- Paragraph 5.1 (Indemnification)
- Paragraph 5.2 (General Provisions for all Insurance Coverage)
- Paragraph 5.3 (Insurance Coverage)
- Paragraph 3.5 (Liquidated Damages)
- Paragraph 3.12.1 (Public Records Act)
- Paragraph 3.11 (Publicity)
- Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement)
- Paragraphs 8.1 through 8.8 (Termination Clauses)

- Paragraph 8.14 (Validity)
- Paragraph 8.9 (Waiver)
- Paragraph 2.5 (Patent, Copyright and Trade Secret Indemnification)
- Paragraph 9.0 (Survival)

Exhibit B
**Advancement Grant Program**
General Terms and Instructions

Congratulations on your District's Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements, and receive payments.

Please read this entire document thoroughly and visit our website at https://www.lacountyartsedcollective.org/manage-my-grant to access up-to-date resources and information about managing your grant award.

## 1.0 GRANT AGREEMENT OVERVIEW

Grantees must meet all applicable award requirements. If you fail to comply with requirements, your grant agreement may be suspended or terminated, and you may forfeit some or your entire grant award. Grantees can contact Advancement Grant Program Specialist at any time to discuss the grant funded project and terms of the grant agreement.

### *1.1 Grant Period*

The grant period is from July 1, 2026 through June 30, 2027. County grant funds must be expended after the grant agreement execution date. Matching funds may be applied to Project expenditures anytime during the Grant Period. *Please note that the invoicing and reporting deadline is May 15, 2027, unless a written extension is issued.*

### *1.2 Signing the Grant Agreement*

The grant agreement must be executed with two signatures:

- The district's superintendent, and
- A School Board President or a member of the School Board authorized to act on its behalf. Alternatively, a resolution adopting or approving this Agreement may be substituted for a School Board signature.

### *1.3 Matching Funds*

Grantees must demonstrate and report matching funds that ensure Los Angeles County (County) grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

## 2.0 GRANT AGREEMENT REQUIREMENTS

The following requirements must be met by your school district prior to the signing of your grant agreement:

### *2.1 Grant Acceptance Form*

To accept the grant award, grantees must provide the Department of Arts and Culture (Arts and Culture) with a completed Grant Acceptance Form. This form requires you to update the target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: apply-lacdac.smapply.io.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

**Arts and Culture must confirm acceptable completion of the form prior to final execution of the grant agreement; any delays in submission of a complete and accurate form may delay final execution of the grant agreement and consequently the distribution of the grant award.**

### *2.2 Assignment of a Project Lead*

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the grant agreement between the district and the County. If the project lead listed in the grant agreement changes, the district must notify Arts and Culture and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and Arts and Culture staff.

### *2.3 Los Angeles County Vendor Number*

Grantees must have a current vendor number registered with the County. To obtain a vendor ID and register with the Vendor Self Services (VSS) Portal, visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725 or ISDVendorRelations@isd.lacounty.gov.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the instructions listed online at directdeposit.lacounty.gov/.

## 3.0 ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check-in call with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

## 4.0 CREDIT AND ACKNOWLEDGEMENT

***4.1*** Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press, product materials:

*[PROJECT] is supported, in part, by* the Los Angeles County Department of Arts and Culture through the LA County Arts Education Collective which is *dedicated to making the arts core in K-12 public education.*

***4.2*** The Arts and Culture logos and the Arts Ed Collective Logo can be downloaded here. In addition to the logos and credit line, any printed list of contributors to a project funded by this grant (e.g. on a website or other materials) should include the "Los Angeles County Department of Arts and Culture" and "LA County Arts Education Collective Funders Council". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on social media: @LACountyArts #LACountyArts #LACountyArtsEd.

***4.3*** In addition, if a public facing non-consumable item (i.e. stage curtain, Marley vinyl flooring, media lab, equipment system) in the project budget exceeds $12,500, the grantee will include the above acknowledgment, name, or logo of Arts and Culture and Arts Ed Collective on any plaque, wall signage, donor wall, or other identifier associated with the project. Notwithstanding the foregoing, grantees are not required to create a new plaque or donor wall.

### *4.4* Acknowledgement and Impact for LA County Board of Supervisors and Funders Council

Grantees are encouraged to send an email to their Board Supervisors and the Arts Ed Collective Funders Council or post on social media acknowledging the impact of the grant on the school district and the students served. Social media post templates and a sample thank you letter are available at: https://www.lacountyartsedcollective.org/manage-my-grant

To confirm the district's County Supervisorial District, visit appcenter.gis.lacounty.gov/districtlocator/ to determine the Supervisorial District using the main address for the school district.

**Email and Social Media Information for the Board of Supervisors and Funders Council**

| Supervisorial District | Supervisor | Email Address | Social Media Handle |
|---|---|---|---|
| District 1 | Hilda Solis | Firstdistrict@bos.lacounty.gov | @HildaSolis |
| District 2 | Holly J. Mitchell | HollyJMitchell@bos.lacounty.gov | @HollyJMitchell |
| District 3 | Lindsey P. Horvath | Thirddistrict@bos.lacounty.gov | @LindseyPHorvath |
| District 4 | Janice Hahn | Fourthdistrict@bos.lacounty.gov | @SupJaniceHahn |
| District 5 | Kathryn Barger | Kathryn@bos.lacounty.gov | @SupervisorKathrynBarger |
| Board of Supervisors | | | @LACountyBOS |
| Arts Ed Collective Funders Council | | ArtsEdCollective@arts.lacounty.gov | #AECFundersCouncil |
| Department of Arts and Culture | | lacac@arts.lacounty.gov | @LACountyArts<br>#LACountyArts |
| Arts Ed Collective | | ArtsEdCollective@arts.lacounty.gov | #LACountyArtsEd |

## 5.0 INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

**Final payment requests and required reporting documentation are due by May 15, 2027.**

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*

- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in with County staff. *This invoice is optional.*

- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2027 *unless written approval is granted for this deliverable by Arts and Culture*. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system apply-lacdac.smapply.io.

## 6.0 PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary during the contract period, you must:

1. Contact Arts and Culture's staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via apply-lacdac.smapply.io/;
3. In the Project Amendment form provide the following information at a minimum:

    a. Advancement Grant Grant Agreement number,
    b. Specific change(s) requested,
    c. Justification for each requested change(s),
    d. Revised project budget, if applicable, or else a statement that "No revised project budget has been included in this amendment,"
    e. Contact information, including a phone number, fax number, and e-mail address.

*No project amendment is effective unless and until grantee receives approval from Arts and Culture in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original grant agreement.*

## 7.0 PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite Stinnett, Program Specialist, at artsedcollective@arts.lacounty.gov.

## 8.0 CONTACT ARTS AND CULTURE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite Stinnett, Program Specialist, at artsedcollective@arts.lacounty.gov.

Los Angeles County Department of Arts and Culture
Kenneth Hahn Hall of Administration
500 West Temple Street, B-79-2
Los Angeles, CA 90012
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org

**EXHIBIT A**

**STANDARD TERMS AND CONDITIONS**

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# 1 DEFINITIONS

## 1.1 Contract

This agreement executed between County and Contractor. Included are all supplemental agreements amending or extending the service to be performed. The Contract sets forth the terms and conditions for the issuance and performance of all tasks, deliverables, services and other work.

## 1.2 Contractor

The person or persons, sole proprietor, partnership, joint venture, corporation or other legal entity who has entered into an agreement with the County to perform or execute the work covered by this contract.

## 1.3 Statement of Work

The directions, provisions, and requirements provided herein and special provisions pertaining to the method, frequency, manner and place of performing the contract services.

## 1.4 Subcontract

An agreement by the contractor to employ a subcontractor to provide services to fulfill this contract.

## 1.5 Subcontractor

Any individual, person or persons, sole proprietor, firm, partnership, joint venture, corporation, or other legal entity furnishing supplies, services of any nature, equipment, and/or materials to contractor in furtherance of contractor's performance of this contract, at any tier, under oral or written agreement.

## 1.6 Board of Supervisors (Board)

The Board of Supervisors of the County of Los Angeles acting as governing body.

## 1.7 County Project Manager

Person designated by County's Project Director to manage the operations under this contract.

## 1.8 County Contract Project Monitor

Person with responsibility to oversee the day-to-day activities of this contract. Responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the contractor.

## 1.9 County Project Director

Person designated by County with authority for County on contractual or administrative matters relating to this contract that cannot be resolved by the County's Project Manager.

## 1.10 Day(s)

Calendar day(s) unless otherwise specified.

## 1.11 Contractor Project Manager

The person designated by the Contractor to administer the Contract operations under this Contract.

### 1.12 Fiscal Year

The twelve (12) month period beginning July 1st and ending the following June 30th.

## 2 STANDARD ARTS AND CULTURE TERMS

### 2.1 Requisite Skills

The Contractor represents and warrants to the County, and County relies on such representation and warranty, that the Contractor (including its employees and agents) has the necessary skills, competence and expertise to fully and completely perform the specialized services called for under this Agreement. The County and the Contractor understand and agree that the Contractor is responsible for the means and methods of performing these specialized services and accomplishing the results, deliverables, objectives and/or purposes specified and/or requested by the County pursuant to this Agreement.

### 2.2 Work Beyond Scope of Contract

If the Consultant provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same will be deemed to be a gratuitous effort on the part of the Consultant, and the Consultant must have no claim whatsoever against the County.

### 2.3 No Payment for Services Provided Following Expiration – Termination of Contract

The Consultant will have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by the Consultant after the expiration or other termination of this Contract. Should the Consultant receive any such payment it must immediately notify County and must immediately repay all such funds to County. Payment by County for services rendered after expiration-termination of this Contract will not constitute a waiver of County's right to recover such payment from the Consultant.

### 2.4 Notification of 75% of Total Contract Sum

The Consultant must maintain a system of record keeping that will allow the Consultant to determine when it has incurred seventy-five percent (75%) of the total contract sum under this Contract. Upon occurrence of this event, the Consultant must send written notification to County Contract Manager.

### 2.5 Patent, Copyright, and Trade Secret Indemnification

**2.5.1** The Contractor shall indemnify, hold harmless and defend County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, for or by reason of any actual or alleged infringement of any third party's patent or copyright, or any actual or alleged unauthorized trade secret disclosure, arising from or related to the operation and utilization of the Contractor's work under this Contract. County shall inform the Contractor as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure and shall support the Contractor's defense and settlement thereof.

**2.5.2** In the event any equipment, part thereof, or software product becomes the subject of any complaint, claim, or proceeding alleging infringement or unauthorized disclosure, such that County's continued use of such item is formally restrained, enjoined, or subjected to a risk of damages, the Contractor,

at its sole expense, and providing that County's continued use of the system is not materially impeded, shall either:

**2.5.2.1** Procure for County all rights to continued use of the questioned equipment, part, or software product; or

**2.5.2.2** Replace the questioned equipment, part, or software product with a non-questioned item; or

**2.5.2.3** Modify the questioned equipment, part, or software so that it is free of claims.

**2.5.2.4** The Contractor shall have no liability if the alleged infringement or unauthorized disclosure is based upon a use of the questioned product, either alone or in combination with other items not supplied by the Contractor, in a manner for which the questioned product was not designed nor intended.

## 3 STANDARD COUNTY TERMS

### 3.1 Compliance with Applicable Law

**3.1.1** In the performance of this Contract, contractor must comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

**3.1.2** Contractor must indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to contractor's indemnification obligations under Paragraph 8.6 (Compliance with Applicable Law) will be conducted by contractor and performed by counsel selected by contractor and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from contractor for all such costs and expenses incurred by County in doing so. Contractor will not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

### 3.2 Compliance with Civil Rights Laws

The contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person will, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from

participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. Additionally, contractor certifies to the County:

**3.2.1** That contractor has a written policy statement prohibiting discrimination in all phases of employment.

**3.2.2** That contractor periodically conducts a self-analysis or utilization analysis of its work force.

**3.2.3** That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

**3.2.4** Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

### 3.3 Contractor's Charitable Activities Compliance

The Supervision of Trustees and Fundraisers for Charitable Purposes Act regulates entities receiving or raising charitable contributions. The "Nonprofit Integrity Act of 2004" (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. By requiring Contractors to complete Exhibit J (Charitable Contributions Certification), the County seeks to ensure that all County contractors which receive or raise charitable contributions comply with California law in order to protect the County and its taxpayers. A Contractor which receives or raises charitable contributions without complying with its obligations under California law commits a material breach subjecting it to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

### 3.4 Prohibited Activity.

To the extent applicable, the Contractor represents and warrants that it will not engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The Contractor agrees to comply with the provision of the federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 101-121 (31 USC § 1352) which prohibits use of federal funds to influence the award of federal contracts or grants.

### 3.5 Liquidated Damages

**3.5.1** If, in the judgment of the Department Head, or his/her designee, the contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Department Head, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the contractor from the County, will be forwarded to the contractor by the Department Head, or his/her designee, in a written notice describing the reasons for said action.

**3.5.2** If the Department Head, or his/her designee, determines that there are deficiencies in the performance of this Contract that the Department Head, or his/her designee, deems are correctable by the contractor over a certain time span, the Department Head, or his/her designee, will provide a written notice to the contractor to correct the deficiency within specified time frames. Should the contractor fail to correct deficiencies within said time frame, the Department

Head, or his/her designee, may: (a) Deduct from the contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is $100 per day per infraction, or as specified in Attachment 2 (Performance Requirements Summary (PRS)) Chart of Exhibit A (Statement of Work and Attachments) hereunder, and that the contractor will be liable to the County for liquidated damages in said amount. Said amount will be deducted from the County's payment to the contractor; and/or (c) Upon giving five (5) days notice to the contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the contractor from the County, as determined by the County.

**3.5.3** The action noted in Paragraph 8.26.2 must not be construed as a penalty, but as adjustment of payment to the contractor to recover the County cost due to the failure of the contractor to complete or comply with the provisions of this Contract.

**3.5.4** This Paragraph must not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or Paragraph 8.26.2, and must not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

## 3.6 Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the contractor under this Contract will also be reduced correspondingly. The County's notice to the contractor regarding said reduction in payment obligation will be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the contractor must continue to provide all the services set forth in this Contract.

## 3.7 Complaints

The contractor must develop, maintain, and operate procedures for receiving, investigating and responding to complaints.

### 3.7.1 Complaint Procedures

**3.7.1.1** Within 10 (ten) business days after the Contract effective date, the contractor must provide the County with the contractor's policy for receiving, investigating and responding to user complaints.

**3.7.1.2** The County will review the contractor's policy and provide the contractor with approval of said plan or with requested changes.

**3.7.1.3** If the County requests changes in the contractor's policy, the contractor must make such changes and resubmit the plan within 10 (ten) business days for County approval.

**3.7.1.4** If, at any time, the contractor wishes to change the contractor's policy, the contractor must submit proposed changes to the County for approval before implementation.

**3.7.1.5** The contractor must preliminarily investigate all complaints and notify the County's Project Manager of the status of the investigation within 10 (ten) business days of receiving the complaint.

**3.7.1.6** When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.

**3.7.1.7** Copies of all written responses must be sent to the County's Project Manager within 10 (ten) business days of mailing to the complainant.

## 3.8 County's Quality Assurance Plan

The County or its agent(s) will monitor the contractor's performance under this Contract on not less than an annual basis. Such monitoring will include assessing the contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are significant or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors and listed in the appropriate contractor performance database. The report to the Board will include improvement/corrective action measures taken by the County and the contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

## 3.9 Contractor Responsibility and Debarment

### 3.9.1 Responsible Contractor

A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

### 3.9.2 Chapter 2.202 of the County Code

The contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the contractor on this or other contracts which indicates that the contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and terminate any or all existing contracts the contractor may have with the County.

### 3.9.3 Non-responsible contractor

The County may debar a contractor if it finds, in its discretion, that the contractor has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County, 2) committed an act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, 3) committed an act or offense which indicates a lack of business integrity or business honesty, or 4) made or submitted a false claim against the County or any other public entity.

### 3.9.4 Contractor Hearing Board

**3.9.4.1** If there is evidence that the contractor may be subject to debarment, the Department will notify the contractor in writing of the evidence which is the basis for the proposed debarment and will advise the contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

**3.9.4.2** The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The contractor and/or the contractor's representative will be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board will prepare a tentative proposed decision, which will contain a recommendation regarding whether the contractor should be debarred, and, if so, the appropriate length of time of the debarment. The contractor and the Department will be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

**3.9.4.3** After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board will be presented to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**3.9.4.4** If a contractor has been debarred for a period longer than five (5) years, that contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the contractor has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.

**3.9.4.5** The Contractor Hearing Board will consider a request for review of a debarment determination only where 1) the contractor has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment and includes

supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board will conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing will be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

**3.9.4.6** The Contractor Hearing Board's proposed decision will contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board will present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors will have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

**3.9.4.7** Subcontractors of Contractor. These terms will also apply to subcontractors of County contractors.

## 3.10 Damage to County Facilities, Buildings or Grounds

**3.10.1** The contractor will repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the contractor or employees or agents of the contractor. Such repairs must be made immediately after the contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

**3.10.2** If the contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs must be repaid by the contractor by cash payment upon demand.

## 3.11 Publicity

**3.11.1** The contractor must not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the contractor's need to identify its services and related clients to sustain itself, the County will not inhibit the contractor from publishing its role under this Contract within the following conditions:

**3.11.1.1** The contractor must develop all publicity material in a professional manner; and

**3.11.1.2** During the term of this Contract, the contractor will not, and will not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County will not unreasonably withhold written consent.

**3.11.1.3** The contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Paragraph 3.11 (Publicity) will apply.

## 3.12 Records

### 3.12.1 Public Records Act

**3.12.1.1** Any documents submitted by the contractor; all information obtained in connection with the County's right to audit and inspect the contractor's documents, books, and accounting records pursuant to Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement) of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

**3.12.1.2** In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret", "confidential", or "proprietary", the contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

### 3.12.2 Record Retention and Inspection-Audit Settlement

**3.12.2.1** The contractor must maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The contractor must also maintain accurate and complete employment and other records relating to its performance of this Contract. The contractor agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by the contractor and will be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material must be maintained by the contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the contractor will pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

**3.12.2.2** In the event that an audit of the contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the contractor or otherwise, then the contractor must file a copy of such audit report with the County's Auditor Controller within thirty (30) days of the contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County will make a reasonable effort to maintain the confidentiality of such audit report(s).

**3.12.2.3** Failure on the part of the contractor to comply with any of the provisions of this subparagraph will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

**3.12.2.4** If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the contractor, then the difference must be either: a) repaid by the contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the contractor, then the difference will be paid to the contractor by the County by cash payment, provided that in no event will the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

## 3.13 Conflicts of Interest

**3.13.1** Conflict of Interest

**3.13.1.1** No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, will be employed in any capacity by the contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the contractor who may financially benefit from the performance of work hereunder will in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

**3.13.1.2** The contractor must comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The contractor warrants that it is not now aware of any facts that create a conflict of interest. If the contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it must immediately make full written disclosure of such facts to the County.

Full written disclosure must include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this paragraph will be a material breach of this Contract.

**3.13.2** Prohibition Against Inducement or Persuasion

Notwithstanding the above, the contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party will in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

**3.13.3** Prohibition from Participation in Future Solicitation(s)

A Proposer, or a Contractor or its subsidiary or Subcontractor ("Proposer/Contractor"), is prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision will result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract. This provision will survive the expiration, or other termination of this Agreement.

## 3.14 Employment Eligibility Verification

**3.14.1** The contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The contractor must obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The contractor must retain all such documentation for all covered employees for the period prescribed by law.

**3.14.2** The contractor must indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

## 3.15 Independent Contractor Status

**3.15.1** This Contract is by and between the County and the contractor and is not intended, and must not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the contractor. The employees and agents of one party must not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever. Except as otherwise expressly provided in the

Agreement, Contractor has no power or authority to bind the County to any obligations, agreements, or contracts.

**3.15.2** The contractor will be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County will have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the contractor.

**3.15.3** The contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the contractor and not employees of the County. The contractor will be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the contractor pursuant to this Contract.

**3.15.4** Use of the County seal or other County identifier requires prior written approval of the County Chief Administrative Officer or his or her designee. IMPROPER USE OF THE COUNTY SEAL OR OTHER IDENTIFIER SHALL BE REFERRED TO THE COUNTY DISTRICT ATTORNEY OR OTHER APPROPRIATE PROSECUTORIAL AGENCY FOR INVESTIGATION AND PROSECUTION TO THE FULL EXTENT PERMITTED BY LAW. To the extent such material includes the County seal or other identifier, such material shall be distinguishable from County materials and expressly and clearly indicate that Contractor is an independent contractor or consultant.

## 3.16 Most Favored Public Entity

If the contractor's prices decline or should the contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices must be immediately extended to the County.

## 3.17 Non-Exclusivity

Nothing herein is intended nor will be construed as creating any exclusive arrangement with the contractor. This Contract will not restrict County from acquiring similar, equal or like goods and/or services from other entities or sources.

## 3.18 Nondiscrimination and Affirmative Action

**3.18.1** The contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

**3.18.2** Contractor certifies to the County each of the following:

**3.18.2.1** That contractor has a written policy statement prohibiting discrimination in all phases of employment.

**3.18.2.2** That contractor periodically conducts a self-analysis or utilization analysis of its work force.

**3.18.2.3** That Contractor has a system for determining if its employment practices are discriminatory against protected groups.

**3.18.2.4** Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables.

**3.18.3** The contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

**3.18.4** The contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

**3.18.5** The contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

**3.18.6** The contractor will allow County representatives access to the contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 3.18 (Nondiscrimination and Affirmative Action) when so requested by the County.

**3.18.7** If the County finds that any provisions of this Paragraph 3.18 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the contractor has violated Federal, or State anti-discrimination laws or regulations will constitute a finding by the County that the contractor has violated the anti-discrimination provisions of this Contract.

**3.18.8** The parties agree that in the event the contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of five hundred dollars ($500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

### 3.19 Fair Labor Standards

The contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act and must indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the contractor's employees for which the County may be found jointly or solely liable.

### 3.20 Notices

All notices or demands required or permitted to be given or made under this Contract must be emailed to County Project Lead and Contractor as identified in the Contract, Paragraph 4.1 (County's Administration) and Paragraph 4.2 (Contractor's Administration). Addresses may be changed by either party giving ten (10) days prior written notice thereof to the other party. The Department Director, or his/her designee will have the authority to issue all notices or demands required or permitted by the County under this Contract.

#### 3.20.1 Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party must, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

#### 3.20.2 Notice of Disputes

The contractor must bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute, the Department Director (Department Head), or designee will resolve it.

### 3.21 Injury and Illness Prevention Program

Contractor will be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

## 4 COMPLIANCE WITH COUNTY REQUIREMENTS

### 4.1 Drug Free Workplace Compliance

The Contractor hereby warrants and certifies that it shall comply with Board Policy 9.050 and the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code § 8350 et seq.), as amended, including provision of the requisite certification as set forth therein; and the federal Drug-Free Workplace Act of 1988, including its implementing regulations (29 CFR Part 98 commencing with §98.600), as applicable.

### 4.2 Warranty Against Contingent Fees

**4.2.1** The contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or

understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business.

**4.2.2** For breach of this warranty, the County will have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

## 4.3 Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless contractor qualifies for an exemption or exclusion, contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter 2.206.

## 4.4 Time Off for Voting

The contractor must notify its employees and must require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every contractor and subcontractors must keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

## 4.5 Compliance with the County's Jury Service Program

### 4.5.1 Jury Service Program

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

### 4.5.2 Written Employee Jury Service Policy

**4.5.2.1** Unless the contractor has demonstrated to the County's satisfaction either that the contractor is not a "contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the contractor must have and adhere to a written policy that provides that its Employees will receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the Employee's regular pay the fees received for jury service.

**4.5.2.2** For purposes of this paragraph, "contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars ($50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. "Employee" means any

California resident who is a full-time employee of the contractor. "Full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program. If the contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor will also be subject to the provisions of this paragraph. The provisions of this paragraph will be inserted into any such subcontract agreement and a copy of the Jury Service Program must be attached to the agreement.

**4.5.2.3** If the contractor is not required to comply with the Jury Service Program when the Contract commences, the contractor will have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the contractor must immediately notify the County if the contractor at any time either comes within the Jury Service Program's definition of "contractor" or if the contractor no longer qualifies for an exception to the Jury Service Program. In either event, the contractor must immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the contractor demonstrate, to the County's satisfaction that the contractor either continues to remain outside of the Jury Service Program's definition of "contractor" and/or that the contractor continues to qualify for an exception to the Program.

**4.5.2.4** Contractor's violation of this paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

### 4.6 Compliance with County's Zero Tolerance Policy on Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Policy on Human Trafficking prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County will require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this paragraph will not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

## 4.7 Compliance with the County Policy of Equity

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (https://ceop.lacounty.gov/). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

## 4.8 Consideration of Hiring County Employees Targeted for Layoffs or are on a County Re-Employment List

Should the contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the contractor must give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

## 4.9 Contractor's Warranty of Adherence to County's Child Support Compliance Program

**4.9.1** The contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

**4.9.2** As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the contractor's duty under this Contract to comply with all applicable provisions of law, the contractor warrants that it is now in compliance and will during the term of this Contract, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and will implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

## 4.10 Consideration of Hiring GAIN/START Participants

**4.10.1** Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements

to: GAINSTART@DPSS.LACOUNTY.GOV and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.

**4.10.2** In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

### 4.11 Notice to Employees Regarding the Federal Earned Income Credit

The contractor must notify its employees, and will require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice must be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

### 4.12 Contractor's Acknowledgement of County's Commitment to Safely Surrendered Baby Law

The contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The contractor understands that it is the County's policy to encourage all County contractors to voluntarily post the County's poster in a prominent position at the contractor's place of business. The contractor will also encourage its subcontractors, if any, to post the poster in a prominent position in the subcontractor's place of business. Information and posters for printing are available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

**4.12.1** Notice to Employees Regarding the Safely Surrendered Baby Law

The contractor must notify and provide to its employees, and will require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit G (Safely Surrendered Baby Law) of this Contract. Additional information is available at https://lacounty.gov/residents/family-services/child-safety/safe-surrender/.

### 4.13 Recycled Bond Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

## 5 INDEMNIFICATION AND INSURANCE

### 5.1 Indemnification

The contractor must indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers (County Indemnitees) from and against any and all liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County indemnitees.

### 5.2 General Provisions for all Insurance Coverage

**5.2.1** Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor must provide and maintain at its own expense insurance

coverage satisfying the requirements specified in Paragraph 7 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

**5.2.2 Evidence of Coverage and Notice to County**

**5.2.2.1** Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, must be delivered to County at the address shown below and provided prior to commencing services under this Contract.

**5.2.2.2** Renewal Certificates must be provided to County not less than ten (10) days prior to contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required contractor and/or sub-contractor insurance policies at any time.

**5.2.2.3** Certificates must identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate must match the name of the contractor identified as the contracting party in this Contract. Certificates must provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars ($50,000), and list any County required endorsement forms.

**5.2.2.4** Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the contractor, its insurance broker(s) and/or insurer(s), will be construed as a waiver of any of the Required Insurance provisions.

**5.2.2.5** Certificates and copies of any required endorsements must be e-mailed to: admin@arts.lacounty.gov or sent to:

County of Los Angeles
Department of Arts and Culture
500 West Temple Street, B-79-2
Los Angeles, CA 90012

**5.2.2.6** Contractor also must promptly report to County any injury or property damage accident or incident, including any injury to a contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to contractor. Contractor also must promptly notify County of any third party claim or suit filed against

contractor or any of its subcontractors which arises from or relates to this Contract and could result in the filing of a claim or lawsuit against contractor and/or County.

**5.2.3 Additional Insured Status and Scope of Coverage**

The County of Los Angeles, it's Special Districts, Elected Officials, Officers, Agents, employees and volunteers (collectively County and its Agents) must be provided additional insured status under contractor's General Liability policy with respect to liability arising out of contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status must apply with respect to liability and defense of suits arising out of the contractor's acts or omissions, whether such liability is attributable to the contractor or to the County. The full policy limits and scope of protection also must apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

**5.2.4 Cancellation of or Changes in Insurance**

Contractor must provide County with, or contractor's insurance policies must contain a provision that County will receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

**5.2.5 Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance will constitute a material breach of the Contract, upon which County immediately may withhold payments due to contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to contractor, deduct the premium cost from sums due to contractor or pursue contractor reimbursement.

**5.2.6 Insurer Financial Ratings**

Coverage must be placed with insurers acceptable to the County with A.M. Best ratings of not less than A: VII unless otherwise approved by County.

**5.2.7 Contractor's Insurance Must Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, must be primary with respect to all other sources of coverage available to contractor. Any County maintained insurance or self-insurance coverage must be in excess of and not contribute to any contractor coverage.

**5.2.8 Waivers of Subrogation**

To the fullest extent permitted by law, the contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The contractor must require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

### 5.2.9 Subcontractor Insurance Coverage Requirements

Contractor must include all subcontractors as insureds under contractor's own policies or must provide County with each subcontractor's separate evidence of insurance coverage. Contractor will be responsible for verifying each subcontractor complies with the Required Insurance provisions herein and must require that each subcontractor name the County and contractor as additional insureds on the subcontractor's General Liability policy. Contractor must obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

### 5.2.10 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies will not obligate the County to pay any portion of any contractor deductible or SIR. The County retains the right to require contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond must be executed by a corporate surety licensed to transact business in the State of California.

### 5.2.11 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date will precede the effective date of this Contract. Contractor understands and agrees it will maintain such coverage for a period of not less than three (3) years following Contract expiration, termination, or cancellation.

### 5.2.12 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

### 5.2.13 Separation of Insureds

All liability policies must provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

### 5.2.14 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements, and captive insurance to satisfy the Required Insurance provisions. The County and its Agents must be designated as an Additional Covered Party under any approved program.

### 5.2.15 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

### 5.3 Insurance Coverage

**5.3.1** **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

| | |
|---|---|
| General Aggregate: | $2 million |
| Products/Completed Operations Aggregate: | $1 million |
| Personal and Advertising Injury: | $1 million |
| Each Occurrence: | $1 million |

**5.3.2** **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance must cover liability arising out of contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**5.3.3** **Workers Compensation and Employers' Liability** insurance or qualified self- insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also must include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer. The written notice must be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. If applicable to Contractor's operations, coverage also must be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

**5.3.4** **Unique Insurance Coverage**

**5.3.4.1** **Sexual Misconduct Liability**

For contracts involving Contractor's work with minors, senior citizens, or vulnerable populations, Contractor must also maintain insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

## 6 UNIQUE TERMS AND CONDITIONS

## 6.1 Local Small Business Enterprise (LSBE) Preference Program

If the Contractor had requested and was granted the Local Small Business Enterprise preference:

**6.1.1** This Contract is subject to the provisions of the County's ordinance entitled LSBE Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

**6.1.2** The Contractor will not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a LSBE.

**6.1.3** The Contractor will not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a LSBE.

**6.1.4** If the Contractor has obtained certification as a LSBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, will:

**6.1.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.1.4.2** In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than ten (10) percent of the amount of the contract; and

**6.1.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## 6.2 Social Enterprise (SE) Preference Program

If the Contractor had requested and was granted the Social Enterprise preference:

**6.2.1** This Contract is subject to the provisions of the County's ordinance entitled SE Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.

**6.2.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a SE.

**6.2.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a

County official or employee for the purpose of influencing the certification or denial of certification of any entity as a SE.

**6.2.4** If Contractor has obtained County certification as a SE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

**6.2.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.2.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than ten percent (10%) of the amount of the contract; and

**6.2.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties will also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification, and fails to notify the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

## 6.3 Disabled Veteran Business Enterprise (DVBE) Preference Program

If the Contractor had requested and was granted the Local Small Business DVBE preference:

**6.3.1** This Contract is subject to the provisions of the County's ordinance entitled DVBE Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.

**6.3.2** Contractor must not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a DVBE.

**6.3.3** Contractor must not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a DVBE.

**6.3.4** If Contractor has obtained certification as a DVBE by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, Contractor will:

**6.3.4.1** Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;

**6.3.4.2** In addition to the amount described in subdivision (1) above, the Contractor will be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and

**6.3.4.3** Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

**6.3.4.4** Notwithstanding any other remedies in this contract, the above penalties will also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the State and the Department of Consumer and Business Affairs of this information prior to responding to a solicitation or accepting a contract award.

# 7 STANDARD CONTRACT TERMS

## 7.1 Force Majeure

**7.1.1** Neither party will be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subcontractors), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this paragraph as "force majeure events").

**7.1.2** Notwithstanding the foregoing, a default by a subcontractor of contractor will not constitute a force majeure event, unless such default arises out of causes beyond the control of both contractor and such subcontractor, and without any fault or negligence of either of them. In such case, contractor will not be liable for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit contractor to meet the required performance schedule. As used in this subparagraph, the term “subcontractor” and “subcontractors” mean subcontractors at any tier.

**7.1.3** In the event contractor's failure to perform arises out of a force majeure event, contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

# 8 Termination

## 8.1 Termination for Breach of Warranty to Maintain Compliance with County’s Child Support Compliance Program

Failure of the contractor to maintain compliance with the requirements set forth in Paragraph 4.9 (Contractor’s Warranty of Adherence to County’s Child Support Compliance Program) will constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the contractor to cure such default within ninety (90) calendar days of written notice will

be grounds upon which the County may terminate this Contract pursuant to Paragraph 8.3 (Termination for Default) and pursue debarment of the contractor, pursuant to County Code Chapter 2.202.

**8.2 Termination for Convenience**

**8.2.1** This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder will be effected by notice of termination to the contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective will be no less than ten (10) days after the notice is sent.

**8.2.2** After receipt of a notice of termination and except as otherwise directed by the County, the contractor must:

**8.2.2.1** Stop work under this Contract on the date and to the extent specified in such notice, and

**8.2.2.2** Complete performance of such part of the work as would not have been terminated by such notice.

**8.2.3** All material including books, records, documents, or other evidence bearing on the costs and expenses of the contractor under this Contract must be maintained by the contractor in accordance with Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement).

**8.3 Termination for Default**

**8.3.1** The County may, by written notice to the contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

**8.3.1.1** Contractor has materially breached this Contract; or

**8.3.1.2** Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

**8.3.1.3** Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

**8.3.2** In the event that the County terminates this Contract in whole or in part as provided in Paragraph 8.3.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The contractor will be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The contractor will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

**8.3.3** Except with respect to defaults of any subcontractor, the contractor will not be liable for any such excess costs of the type identified in Paragraph 8.3.2 if its

failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the contractor and subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

**8.3.4** If, after the County has given notice of termination under the provisions of Paragraph 8.3.1 (Termination for Default) it is determined by the County that the contractor was not in default under the provisions of Paragraph 8.3.1 (Termination for Default) or that the default was excusable under the provisions of subparagraph 8.3.1, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to Paragraph 8.2 (Termination for Convenience).

**8.3.5** The rights and remedies of the County provided in this Paragraph 8.3.1 (Termination for Default) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

### 8.4 Termination for Improper Consideration

**8.4.1** The County may, by written notice to the contractor, immediately terminate the right of the contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the contractor’s performance pursuant to this Contract. In the event of such termination, the County will be entitled to pursue the same remedies against the contractor as it could pursue in the event of default by the contractor.

**8.4.2** The contractor must immediately report any attempt by a County officer or employee to solicit such improper consideration. The report must be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

**8.4.3** Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

### 8.5 Termination for Insolvency

**8.5.1** The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

**8.5.1.1** Insolvency of the contractor. The contractor will be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the contractor is insolvent within the meaning of the Federal Bankruptcy Code;

**8.5.1.2** The filing of a voluntary or involuntary petition regarding the contractor under the Federal Bankruptcy Code;

**8.5.1.3** The appointment of a Receiver or Trustee for the contractor; or

**8.5.1.4** The execution by the contractor of a general assignment for the benefit of creditors.

**8.5.2** The rights and remedies of the County provided in this Paragraph 8.5.1 (Termination for Insolvency) will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## 8.6 Termination for Non-Adherence of County Lobbyist Ordinance

The contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the contractor, must fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the contractor or any County Lobbyist or County Lobbying firm retained by the contractor to fully comply with the County's Lobbyist Ordinance will constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

## 8.7 Termination for Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County will not be obligated for the contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract will terminate as of June 30 of the last fiscal year for which funds were appropriated. The County will notify the contractor in writing of any such non-allocation of funds at the earliest possible date.

## 8.8 Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program

Failure of contractor to maintain compliance with the requirements set forth in Paragraph 4.3 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" will constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of contractor to cure such default within ten (10) days of notice will be grounds upon which County may terminate this contract and/or pursue debarment of contractor, pursuant to Los Angeles County Code Chapter 2.206.

## 8.9 Waiver

No waiver by the County of any breach of any provision of this Contract will constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract will not be construed as a waiver

thereof. The rights and remedies set forth in this paragraph 8.9 will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

### 8.10 Amendments

**8.10.1** For any change which affects the scope of work, term, contract sum, payments, or any term or condition included under this Contract, an amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

**8.10.2** Arts and Culture may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract must be prepared and executed by the contractor and by the Department Director or his/her designee.

**8.10.3** The Department Director or his/her designee, may at his/her sole discretion, authorize extensions of time as defined in Paragraph 4 (Term of Contract). The contractor agrees that such extensions of time will not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract must be prepared and executed by the contractor and by Department Director or his/her designee.

### 8.11 Assignment and Delegation/Mergers or Acquisitions

**8.11.1** The contractor must notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the contractor is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.

**8.11.2** The contractor must not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent will be null and void. For purposes of this paragraph, County consent will require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract will be deductible, at County's sole discretion, against the claims, which the contractor may have against the County.

**8.11.3** Any assumption, assignment, delegation, or takeover of any of the contractor's duties, responsibilities, obligations, or performance of same by any person or entity other than the contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, will be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County will be entitled to pursue the same remedies against contractor as it could pursue in the event of default by contractor.

### 8.12 Subcontracting

**8.12.1** The requirements of this Contract may not be subcontracted by the contractor without the advance approval of the County. Any attempt by the contractor to

subcontract without the prior consent of the County may be deemed a material breach of this Contract.

**8.12.2** If the contractor desires to subcontract, the contractor must provide the following information promptly at the County's request:

**8.12.2.1** A description of the work to be performed by the subcontractor.

**8.12.2.2** A draft copy of the proposed subcontract; and

**8.12.2.3** Other pertinent information and/or certifications requested by the County.

**8.12.3** The contractor must indemnify, defend, and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were the contractor employees.

**8.12.4** The contractor will remain fully responsible for all performances required of it under this Contract, including those that the contractor has determined to subcontract, notwithstanding the County's approval of the contractor's proposed subcontract.

**8.12.5** The County's consent to subcontract will not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The contractor is responsible to notify its subcontractors of this County right.

**8.12.6** The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, contractor must forward a fully executed subcontract to the County for their files.

**8.12.7** The contractor will be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

**8.12.8** The contractor must obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. Before any subcontractor employee may perform any work hereunder, contractor must ensure delivery of all such documents to the County Project Manager.

## 8.13 Governing Law, Jurisdiction, and Venue

This Contract will be governed by, and construed in accordance with, the laws of the State of California. The contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

## 8.14 Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances will not be affected thereby.

### 8.15 Interpretation

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

### 8.16 Authorization Warranty

The contractor represents and warrants that the person executing this Contract for the contractor is an authorized agent who has actual authority to bind the contractor to each and every term, condition, and obligation of this Contract and that all requirements of the contractor have been fulfilled to provide such actual authority.

### 8.17 Entire Agreement

**8.17.1** This Contract constitutes the entire, full, complete and exclusive statement of understanding between the parties which supersede all previous written or oral agreements, and all prior communications between the parties relating to the subject matter of this Contract.

**8.17.2** Contractor warrants that he/she has received a copy of this Agreement, including all exhibits thereto, and upon execution of this Agreement, it shall be Contractor's responsibility to retain on file, and to abide by the entire Contract.

### 8.18 Counterparts and Electronic Signatures and Representations

This Contract may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same Contract. The email or electronic signature of the Parties will be deemed to constitute original signatures, and electronic copies hereof will be deemed to constitute duplicate originals.

The County and the Contractor hereby agree to regard electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to Paragraph 8.10 (Amendments) and received via email or electronic signature, as legally sufficient evidence that such legally binding signatures have been affixed to Amendments to this Contract.

## 9 Survival

In addition to any terms and conditions of this Agreement that expressly survive expiration or termination of this Agreement by their terms, the following provisions shall survive the expiration or termination of this Agreement for any reason:

- Paragraph 1.0 (Definitions)
- Paragraph 8.10 (Amendments)
- Paragraph 3.1 (Compliance with Applicable Law)
- Paragraph 7.1 (Force Majeure)
- Paragraph 8.13 (Governing Law, Jurisdiction, and Venue)
- Paragraph 5.1 (Indemnification)
- Paragraph 5.2 (General Provisions for all Insurance Coverage)
- Paragraph 5.3 (Insurance Coverage)
- Paragraph 3.5 (Liquidated Damages)
- Paragraph 3.12.1 (Public Records Act)
- Paragraph 3.11 (Publicity)
- Paragraph 3.12.2 (Record Retention and Inspection-Audit Settlement)
- Paragraphs 8.1 through 8.8 (Termination Clauses)

- Paragraph 8.14 (Validity)
- Paragraph 8.9 (Waiver)
- Paragraph 2.5 (Patent, Copyright and Trade Secret Indemnification)
- Paragraph 9.0 (Survival)

Exhibit B
**Advancement Grant Program**
General Terms and Instructions

Congratulations on your District's Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements, and receive payments.

Please read this entire document thoroughly and visit our website at https://www.lacountyartsedcollective.org/manage-my-grant to access up-to-date resources and information about managing your grant award.

## 1.0 GRANT AGREEMENT OVERVIEW

Grantees must meet all applicable award requirements. If you fail to comply with requirements, your grant agreement may be suspended or terminated, and you may forfeit some or your entire grant award. Grantees can contact Advancement Grant Program Specialist at any time to discuss the grant funded project and terms of the grant agreement.

### *1.1 Grant Period*

The grant period is from July 1, 2026 through June 30, 2027. County grant funds must be expended after the grant agreement execution date. Matching funds may be applied to Project expenditures anytime during the Grant Period. *Please note that the invoicing and reporting deadline is May 15, 2027, unless a written extension is issued.*

### *1.2 Signing the Grant Agreement*

The grant agreement must be executed with two signatures:

- The district's superintendent, and
- A School Board President or a member of the School Board authorized to act on its behalf. Alternatively, a resolution adopting or approving this Agreement may be substituted for a School Board signature.

### *1.3 Matching Funds*

Grantees must demonstrate and report matching funds that ensure Los Angeles County (County) grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

## 2.0 GRANT AGREEMENT REQUIREMENTS

The following requirements must be met by your school district prior to the signing of your grant agreement:

### *2.1 Grant Acceptance Form*

To accept the grant award, grantees must provide the Department of Arts and Culture (Arts and Culture) with a completed Grant Acceptance Form. This form requires you to update the target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: apply-lacdac.smapply.io.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

**Arts and Culture must confirm acceptable completion of the form prior to final execution of the grant agreement; any delays in submission of a complete and accurate form may delay final execution of the grant agreement and consequently the distribution of the grant award.**

### *2.2 Assignment of a Project Lead*

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the grant agreement between the district and the County. If the project lead listed in the grant agreement changes, the district must notify Arts and Culture and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and Arts and Culture staff.

### *2.3 Los Angeles County Vendor Number*

Grantees must have a current vendor number registered with the County. To obtain a vendor ID and register with the Vendor Self Services (VSS) Portal, visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725 or ISDVendorRelations@isd.lacounty.gov.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the instructions listed online at directdeposit.lacounty.gov/.

## 3.0 ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check-in call with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

## 4.0 CREDIT AND ACKNOWLEDGEMENT

***4.1*** Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press, product materials:

*[PROJECT] is supported, in part, by* the Los Angeles County Department of Arts and Culture through the LA County Arts Education Collective which is *dedicated to making the arts core in K-12 public education.*

***4.2*** The Arts and Culture logos and the Arts Ed Collective Logo can be downloaded here. In addition to the logos and credit line, any printed list of contributors to a project funded by this grant (e.g. on a website or other materials) should include the "Los Angeles County Department of Arts and Culture" and "LA County Arts Education Collective Funders Council". Grantees are also encouraged to use the Department of Arts and Culture's handles and hashtags when posting on social media: @LACountyArts #LACountyArts #LACountyArtsEd.

***4.3*** In addition, if a public facing non-consumable item (i.e. stage curtain, Marley vinyl flooring, media lab, equipment system) in the project budget exceeds $12,500, the grantee will include the above acknowledgment, name, or logo of Arts and Culture and Arts Ed Collective on any plaque, wall signage, donor wall, or other identifier associated with the project. Notwithstanding the foregoing, grantees are not required to create a new plaque or donor wall.

### *4.4* Acknowledgement and Impact for LA County Board of Supervisors and Funders Council

Grantees are encouraged to send an email to their Board Supervisors and the Arts Ed Collective Funders Council or post on social media acknowledging the impact of the grant on the school district and the students served. Social media post templates and a sample thank you letter are available at: https://www.lacountyartsedcollective.org/manage-my-grant

To confirm the district's County Supervisorial District, visit appcenter.gis.lacounty.gov/districtlocator/ to determine the Supervisorial District using the main address for the school district.

**Email and Social Media Information for the Board of Supervisors and Funders Council**

| Supervisorial District | Supervisor | Email Address | Social Media Handle |
|---|---|---|---|
| District 1 | Hilda Solis | Firstdistrict@bos.lacounty.gov | @HildaSolis |
| District 2 | Holly J. Mitchell | HollyJMitchell@bos.lacounty.gov | @HollyJMitchell |
| District 3 | Lindsey P. Horvath | Thirddistrict@bos.lacounty.gov | @LindseyPHorvath |
| District 4 | Janice Hahn | Fourthdistrict@bos.lacounty.gov | @SupJaniceHahn |
| District 5 | Kathryn Barger | Kathryn@bos.lacounty.gov | @SupervisorKathrynBarger |
| Board of Supervisors | | | @LACountyBOS |
| Arts Ed Collective Funders Council | | ArtsEdCollective@arts.lacounty.gov | #AECFundersCouncil |
| Department of Arts and Culture | | lacac@arts.lacounty.gov | @LACountyArts<br>#LACountyArts |
| Arts Ed Collective | | ArtsEdCollective@arts.lacounty.gov | #LACountyArtsEd |

## 5.0 INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

**Final payment requests and required reporting documentation are due by May 15, 2027.**

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*

- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in with County staff. *This invoice is optional.*

- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2027 *unless written approval is granted for this deliverable by Arts and Culture*. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system apply-lacdac.smapply.io.

## 6.0 PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the project are necessary during the contract period, you must:

1. Contact Arts and Culture's staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via apply-lacdac.smapply.io/;
3. In the Project Amendment form provide the following information at a minimum:

    a. Advancement Grant Grant Agreement number,
    b. Specific change(s) requested,
    c. Justification for each requested change(s),
    d. Revised project budget, if applicable, or else a statement that "No revised project budget has been included in this amendment,"
    e. Contact information, including a phone number, fax number, and e-mail address.

*No project amendment is effective unless and until grantee receives approval from Arts and Culture in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original grant agreement.*

## 7.0 PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite Stinnett, Program Specialist, at artsedcollective@arts.lacounty.gov.

## 8.0 CONTACT ARTS AND CULTURE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite Stinnett, Program Specialist, at artsedcollective@arts.lacounty.gov.

Los Angeles County Department of Arts and Culture
Kenneth Hahn Hall of Administration
500 West Temple Street, B-79-2
Los Angeles, CA 90012
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by Hillsides (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide an educational support system (ESS) for students who attend Burbank Unified School District..

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $75,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Hillsides to provide ESS support services to students who attend Burbank Unified School District, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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 16th day of July 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hillsides hereinafter referred to as "Provider."

Payee's Name: Hillsides Daytime Phone Number: 323-337-4864

Mailing Address: 940 Avenue 64 Pasadena, CA 91105

Email Address: gnavarro@hillsides.org

Sponsoring Administrator: Oscar Macias (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 08/06/2026 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 for a total not to exceed **$75,000**. Rate sheet attached.

2. The term of the Agreement shall be the period commencing on: 07/01/2026 and terminating on: 06/30/2027.

3. Payment Terms: Net 45 Days

4. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year**. Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

5. District desires to enter into an Agreement in which Hillsides will provide an educational support system (ESS) for students who attend Burbank Unified School District.

6. 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.

7. 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.

8. Provider shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter

referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

9. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

10. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

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

17. The District agrees to indemnify, defend and hold harmless Hillsides 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.

18. 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.

19. 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**

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

District shall save and hold Hillsides, harmless from and against and shall indemnify Hillsides 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 Hillsides 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, Hillsides may defend the same and any expenses, including reasonable attorney's fees, which Hillsides may pay or incur in defending said action and the amount of any judgment which Hillsides may be required to pay shall be promptly reimbursed by District upon demand.

**INSURANCE**

CONTRACTOR 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, authorized and/or admitted 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 attorney's fees) arising out of or in connection with Contractor's fulfillment of any of its obligations under this Agreement or either party's use of the Work or any component or part thereof. The CONTRACTOR shall provide a Certificate of Insurance which lists the LEA as an additional insured and will contain no exclusions; and a copy of the insurance policy in its entirety which shall confirm the parties understanding that it is the intent of the parties that the insurance cover any and all obligations including liabilities or debts incurred by the LEA as a result of the CONTRACTOR'S negligence which results in the LEA incurring any loss including but not limited to as a result of Education Code section 56383 or any civil action.

PART I

a. Commercial General Liability Insurance, which lists LEA as an additional insured, including both bodily injury and property damage, with limits as follows:

$1,000,000 per occurrence

$ 100,000 fire damage

$ 5,000 medical expenses

$1,000,000 personal & adv. Injury

$2,000,000 general aggregate

$2,000,000 products/ completed operations aggregate

a. Business Auto Liability Insurance, which lists the LEA as an additional insured, for all owned, scheduled, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

Notwithstanding any vicarious liability on behalf of the CONTRACTOR, if CONTRACTOR or its employees or agents use a personal vehicle and travels to/from school sites, between schools and/or to/from student's homes or other locations as approved service location by the LEA, Contractor must comply with State of California automobile financial responsibility laws.

If CONTRACTOR provides transportation services to students utilizing a van, bus or any vehicle designed to carry 10 or more passengers, CONTRACTOR shall ensure that CONTRACTOR keeps in effect a combined single limited business auto liability policy of no less than $5,000,000 per occurrence.

b. Workers' Compensation and Employers Liability Insurance in a form and amount covering Contractor'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 (CA Labor Code 3700 et seq.)

Part B - Employers Liability - $1,000,000/$1,000,000/$1,000,000

Sole proprietors with no employees are exempt from providing Workers' Compensation and Employers Liability Insurance, but must provide a signed Workers' Compensation Statement.

c. Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, which lists the LEA as an additional insured, with the following limits:

$1,000,000 per occurrence

$1,000,000 general aggregate

d. Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional Liability policy by endorsement, with the following limits:

$3,000,000 per occurrence

$3,000,000 general aggregate.

e. Contractor, upon execution of this contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance and a complete copy of the insurance policy evidencing such coverage. The Commercial General Liability, Automobile Liability, E & O / Professional Liability, and the Sexual Molestation and Abuse Coverage policies shall name the LEA, Burbank Unified School District and the Board of Education as additional insured. Premiums on all insurance policies shall be paid by Contractor and shall be deemed included in Contractor's obligations under this contract at no additional charge.

f. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

g. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

h. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate.

**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:

Hillsides
Provider/Company

Print Representative Name

Title

Signature

Date

Hillsides

CREATING LASTING CHANGE

940 Avenue 64
Pasadena, CA 91105

T 323.254.2274
F 323.254.0598

hillsides.org

# Educational Support Services

**ESS Tier I - Flat Rate** — $ 5,200.00 per month
(Three-four of the listed ESS services)

**ESS Tier II - Flat Rate** — $ 2,600.00 per month
(Two of the listed ESS services)

**ESS Tier III**

- A - Flat Rate — $ 1,800.00 per month
  (Youth Specialist/behavioral services only)
- B - Flat Rate — $ 1,500.00 per month
  (Therapist services only)
- C - Flat Rate — $ 1,100.00 per month
  (Parent Partner services only)

**ESS is comprised of the following services:**

**Individual Counseling**

- Therapist
  60 mins per week (120-240 mins per month)

**Social Work Services**

- Therapist/Facilitator
  60-90 mins per month

**Parent Counseling and Support**

- Parent Partner
  60 mins per week (120-240 mins per month)

**Behavioral Specialist**

- Youth Specialist
  60-120 mins per week based on agency availability/capacity

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by Nurturing Nests Therapy Center (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide support services (ie. nurses, behavior technicians, paraeducators, etc.) to Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $1,700,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Nurturing Nests Therapy Center, to provide support services to Special Education students, not to exceed $1,700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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 20th day of July 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Nurturing Nests Therapy Center hereinafter referred to as "Provider."

Payee's Name: Nurturing Nests Therapy Center Daytime Phone Number: 805-889-2770

Mailing Address: 1025 N. Brand Blvd., Suite 230 Glendale, CA 91202 Email Address: snersis@nurturingnests.com

Sponsoring Administrator: Oscar Macias Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/06/2026 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 total not to exceed **$1,700,000**. Rates attached.

2. The term of the Agreement shall be the period commencing on 07/01/2026 and terminating on 06/30/2027.

3. Payment Terms: Net 45 Days. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year**. Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

4. District desires to enter into an Agreement in which Nurturing Nests Therapy Center will provide various services as per attached rate sheet to provide support for classrooms and special education students. There will be no services required on dates when students are not in school, as indicated on the attached calendar.

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 shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside

agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any

Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

8. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

9. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Communicate within twenty-four hours to Nurturing Nests Therapy Center the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

16. The District agrees to indemnify, defend and hold harmless Nurturing Nests Therapy Center 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.

17. 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.

18. 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**

Nurturing Nests Therapy Center 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 Nurturing Nests Therapy Center 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 Nurturing Nests Therapy Center, its agents, subcontractors, employees or other representatives referred to in this Agreement, Nurturing Nests Therapy Center 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 Nurturing Nests Therapy Center 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 Nurturing Nests Therapy Center demand.

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

Nurturing Nests Therapy Center
Provider/Company

Sareen Nersis
Print Representative Name

Founder & CEO
Title

Signature

7/20/2026
Date

Nurturing Nests
THERAPY CENTER

| 2026/2027 School Year - Update | | |
|---|---|---|
| **Service Rates for Nurturing Nests Therapy** | **Rate** | **Unit** |
| BII | $65.00 | Per Hour |
| BII (RBT) | $68.00 | Per Hour |
| BID (Master's) | $80.00 | Per Hour |
| BID (BCBA) | $90.00 | Per Hour |
| FBA | $90.00 | Per Hour |

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by In Touch Behavioral Services, LLC (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide support services (ie. behavior technicians, paraeducators, etc.) to Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $700,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and In Touch Behavioral Services, LLC, to provide support services to Special Education students, not to exceed $700,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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 20th day of July 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and In Touch Behavioral Services, LLC hereinafter referred to as "Provider."

Payee's Name: In Touch Behavioral Services, LLC Daytime Phone Number: 805-660-3367

Mailing Address: 280 N Westlake Blvd., Suite 205 Westlake Village, CA 91362 Email Address: fwelsh@itsaba.org

Sponsoring Administrator: Oscar Macias Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/06/2026 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 total not to exceed **$700,000**. Rates attached.

2. The term of the Agreement shall be the period commencing on 07/01/2026 and terminating on 06/30/2027.

3. Payment Terms: Net 45 Days. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year.** Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

4. District desires to enter into an Agreement in which In Touch Behavioral Services, LLC will provide various services as per attached rate sheet to provide support for classrooms and special education students. There will be no services required on dates when students are not in school, as indicated on the attached calendar.

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 shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside

agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any

Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

8. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

9. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. Communicate within twenty-four hours to In Touch Behavioral Services, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

16. The District agrees to indemnify, defend and hold harmless In Touch Behavioral Services, 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.

17. 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.

18. 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**

In Touch Behavioral Services, 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 In Touch Behavioral Services, 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 In Touch Behavioral Services, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, In Touch Behavioral Services, 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 In Touch Behavioral Services, 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 In Touch Behavioral Services, LLC demand.

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

In Touch Behavioral Services, LLC
Provider/Company

Maria Fernanda Welsh
Print Representative Name

Clinical Director
Title

Fernanda Welsh
Signature

07/20/2026
Date

# NPA03 – Services and Fees

Please provide information on all services for which you are seeking certification

**NPA Name:** In Touch Behavioral Services, LLC

Title 5, California *Code of Regulations* (5 *CCR*) § 3051

| Related Services | Service Abbreviation | Fees | Time Allotment (per hour, day, or month?) |
|---|---|---|---|
| Adapted Physical Education (5 *CCR* § 3051.5) | APE | | |
| Assistive Technology Services (5 *CCR* § 3051.19) | ATS | | |
| Audiological Services (5 *CCR* § 3051.2) | AS | | |
| Behavior Intervention - Design or Planning (5 *CCR* § 3051.23) | BID | $88 | per hour |
| Behavior Intervention – Implementation (5 *CCR* 3051.23) | BII | $58 | per hour |
| Counseling and Guidance Services (5 *CCR* § 3051.9) | CG | | |
| Early Education Programs for Children with Disabilities (5 *CCR* § 3051.20) | EE | | |
| Health and Nursing Services (5 *CCR* § 3051.12) | HNS | | |
| Language and Speech Development and Remediation (5 *CCR* § 3051.1) | LSDR | | |
| Music Therapy (5 *CCR* § 3051.21) | MT | | |
| Occupational Therapy Services (5 *CCR* § 3051.6) | OT | | |
| Orientation and Mobility Instruction (5 *CCR* § 3051.3) | OM | | |
| Parent Counseling and Training (5 *CCR* § 3051.11) | PCT | | |
| Physical Therapy Services (5 *CCR* § 3051.6) | PT | | |
| Psychological Services Other Than Assessment and IEP Development (5 *CCR* § 3051.10) | PS | | |
| Recreation Services (5 *CCR* § 3051.15) | RS | | |

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by Amergis Healthcare Staffing, Inc. (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide support services (ie. behavior technicians, paraeducators, etc.) to Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $1,800,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Amergis Healthcare Staffing, Inc., to provide support services to Special Education students, not to exceed $1,800,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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 20th day of July 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Amergis Healthcare Staffing, Inc. hereinafter referred to as "Provider."

Payee's Name: Amergis Healthcare Staffing, Inc. Daytime Phone Number: 213-296-3742

Mailing Address: 7223 Lee Deforest Drive Columbia, MD 21046 Email Address: jestinso@amergis.com

Sponsoring Administrator: Oscar Macias (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: 08/06/2026 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 total not to exceed **$1,800,000**. Rates attached.

2. The term of the Agreement shall be the period commencing on 07/01/2026 and terminating on 06/30/2027.

3. Payment Terms: Net 45 Days. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year**. Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

4. District desires to enter into an Agreement in which Amergis Healthcare Staffing, Inc. will provide behavior intervention aides (BIAs) for substitute coverage, classrooms and special education students. There will be no services required on dates when students are not in school, as indicated on the attached calendar.

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 shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside

agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any

Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

8. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

9. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. The District agrees to indemnify, defend and hold harmless Amergis Healthcare Staffing, 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.

17. 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.

18. 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**

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

District shall save and hold Amergis Healthcare Staffing, Inc., harmless from and against and shall indemnify Amergis Healthcare Staffing, 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 Amergis Healthcare Staffing, 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, Amergis Healthcare Staffing, Inc. may defend the same and any expenses, including reasonable attorney's fees, which Amergis Healthcare Staffing, Inc. may pay or incur in defending said action and the amount of any judgment which Amergis Healthcare Staffing, 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<br>District: | ACKNOWLEDGED AND AGREED TO<br>Provider: |
| Burbank Unified School District<br>District/Company Name | Amergis Healthcare Staffing, Inc.<br>Provider/Company |
| Jennifer Nicholson<br>Print Representative Name | _____<br>Print Representative Name |
| Director of Special Education<br>Title | _____<br>Title |
| _____<br>Signature | _____<br>Signature |
| _____<br>Date | _____<br>Date |

**ATTACHMENT A**

**AMERGIS HEALTHCARE STAFFING SERVICES, INC.**

**STAFFING RATES FOR**

**AMERGIS EDUCATIONAL SERVICES**

Charges will be based on the following hourly rate schedule ***effective July 1st 2026 - June 30th 2027*** :

| Service | Rate per Hour |
|---|---|
| ACSW/AMFT | $75 |
| APE Teacher | $90 |
| ASL Interpreter | $70 |
| Audiologist | $100 |
| BCBA | $120 |
| Behavioral Aide/Technician | $52 |
| C.N.A./Health Aide/MA | $45 |
| Clerical/administrative assistant | $42 |
| Credentialed RN (CRN) | $120 |
| Prelim Credentialed RN (CRN) | $95 |
| Custodial/Janitorial | $38 |
| Food Service Specialist | $38 |
| General Education Teacher | $75 |
| Instructional Aide/School Aide | $42 |
| LCSW/LMFT | $90 |
| LVN | $63 |
| Orientation Mobility Specialist / Visual Education Specialist / Deaf and Hard-of-Hearing (DHH) Teacher | $120 |
| OT/PT | $105 - 120 |
| Principal/HR Director | $120 - 130 |
| RN (non-credentialed) | $85 |
| School Counselor | $75 |
| School Psychologist | $105 - 120 |
| SLP | $102 - 135 |
| SLPA/COTA | $80 |
| SPED Teacher – Mild/Mod and Resource Specialist | $85 - 95 |
| SPED Teacher – Mod/Severe and Early Childhood | $110 |
| Substitute SPED Teacher (Temporary certification) | $75 |

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by Covelo Group Inc. (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide support services (ie. nurses, behavior technicians, paraeducators, etc.) to Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $2,000,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Covelo Group Inc., to provide support services to Special Education students, not to exceed $2,000,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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
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**TERMS OF AGREEMENT**

**This Agreement,** made and entered into this 20th day of July 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Covelo Group Inc. hereinafter referred to as "Provider."

Payee's Name: Covelo Group Inc. Daytime Phone Number: 323-410-0192

Mailing Address: 8601 North Scottsdale Road Suite 305 Scottsdale, AZ 85253 Email Address: klifanda@covelogroup.com

Sponsoring Administrator: Oscar Macias Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/06/2026 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 total not to exceed **$2,000,000**. Rates attached.

2. The term of the Agreement shall be the period commencing on 07/01/2026 and terminating on 06/30/2027.

3. Payment Terms: Net 45 Days. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year**. Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

4. District desires to enter into an Agreement in which Covelo Group Inc. will provide various services as per attached rate sheet to provide support for classrooms and special education students. There will be no services required on dates when students are not in school, as indicated on the attached calendar.

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 shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside

agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any

Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

8. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

9. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. The District agrees to indemnify, defend and hold harmless Covelo Group 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.

17. 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.

18. 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**

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

District shall save and hold Covelo Group Inc., harmless from and against and shall indemnify Covelo Group 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 Covelo Group 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, Covelo Group Inc. may defend the same and any expenses, including reasonable attorney's fees, which Covelo Group Inc. may pay or incur in defending said action and the amount of any judgment which Covelo Group 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<br>District: | ACKNOWLEDGED AND AGREED TO<br>Provider: |
| Burbank Unified School District<br>District/Company Name | Covelo Group Inc.<br>Provider/Company |
| Jennifer Nicholson<br>Print Representative Name | Bani Fajinmi<br>Print Representative Name |
| Director of Special Education<br>Title | VP Educational Services<br>Title |
| Signature | Signature |
| Date | July 20, 2026<br>Date |

covelo group

## Covelo Group Staffing Rates

| SERVICE | RATE (per hour) |
|---|---|
| **Behavioral Health Staff** | |
| BCBA | $110 |
| Behavior Technician (w/ CPI) | $51 |
| Behavior Technician floater (w/ CPI) | $54 |
| Registered Behavior Technician | $55 |
| BID/BCBA Supervision | $100 |
| School Psychologist | $95 |
| **Teachers & Classroom Support Staff** | |
| Instructional Aide (IA) | $42 |
| Instructional Aide (IA) Floater | $45 |
| Para Educator | $38 |
| Para Educator Floater | $41 |
| SPED Teacher – Resource Specialist (RSP) | $93 |
| SPED Teacher – Mild/Mod | $95 |
| SPED Teacher – Mod/Sev | $97 |
| **Therapists** | |
| SLP | $105 |
| SLPA | $85 |
| Occupational Therapist | $90 |
| COTA | $80 |
| Physical Therapist | $90 |
| PTA | $80 |
| **Health Services Staff** | |
| CNA/Medical Assistant | $40 |
| LVN | $60 |
| LVN (floater) | $63 |
| RN (credentialed) | $100 |
| RN (non-credentialed) | $80 |
| **Trainings w/ Certifications** | |
| AHA Basic Life Support (BLS) | $55 per attendee |
| AHA Heartsaver | $55 per attendee |
| Stop The Bleed | $30 per attendee |

*Continued on next page*

| | |
|---|---|
| Professional Crisis Management (PCM) | $65 per attendee (certification)<br>$50 per attendee (recertification) |
| **Trainings w/o Certifications** | |
| First Aid & Emergency Response | $20 per attendee |
| CPR and AED (Hands Only) | $15 per attendee |
| Search & Rescue/Medical Triage | $15 per attendee |
| **Assessments** | |
| Functional Behavior Assessment (FBA) | $100/hr. |
| Student Skills Assessment<br>(EFL, AFLS, ABLLS, etc.) | $100/hr. |
| Speech Assessment | $125/hr. |
| PT Assessment | $105/hr. |
| OT Assessment | $105/hr. |
| Hearing/Vision Screenings | $100/hr. |

**Rates**: Charges will be based on the following hourly rate schedule effective as of the starting date of the term of this agreement. For the convenience of the parties, changes in rates may be made during the course of performance by mutual agreement of both parties in writing.

**Overtime**: Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours and two (2) times the regular billing rate for double-time, unless the applicable state law requires a different rate.

**Mileage:** Mileage will be charged accordingly at the federal rate.

**Reporting Time Pay:** In accordance with federal and local laws, employees will be compensated if they report to work but are sent home before the completion of their shift.

**Volume Discount:** At the conclusion of each semester, the total number of long-term substitutes will be evaluated. If the assessed number meets the criteria outlined below, a credit will be applied to the total invoiced amount from the commencement of the academic semester until its conclusion.

| Number of Long-Term Positions: | Credit: |
|---|---|
| >30 | 2% |
| >50 | 4% |

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Agreement for Professional Services Provided by Zen Educate Inc. (Special Education) |

**Background:**

The Board of Education is being asked to approve an agreement for professional services to hire an outside agency to provide support services (ie. behavior technicians, paraeducators, etc.) to Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $67,000.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Zen Educate Inc., to provide support services to Special Education students, not to exceed $67,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, 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 20th day of July 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Zen Educate Inc. hereinafter referred to as "Provider."

Payee's Name: Zen Educate Inc. Daytime Phone Number: 213-410-4059

Mailing Address: 2136 Ford Parkway #5208 Saint Paul, MN 55116 Email Address: george.yang@zeneducate.com

Sponsoring Administrator: Oscar Macias Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 08/06/2026 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 total not to exceed **$67,000**. Rates attached.

2. The term of the Agreement shall be the period commencing on 07/01/2026 and terminating on 06/30/2027.

3. Payment Terms: Net 45 Days. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year**. Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

4. District desires to enter into an Agreement in which Zen Educate Inc. will provide various services as per attached rate sheet to provide support for classrooms and special education students. There will be no services required on dates when students are not in school, as indicated on the attached calendar.

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 shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside

agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any

Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

8. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

9. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. The District agrees to indemnify, defend and hold harmless Zen Educate 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.

17. 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.

18. 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**

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

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

Zen Educate Inc.
Provider/Company

Print Representative Name

Title

Signature

Date

zen EDUCATE

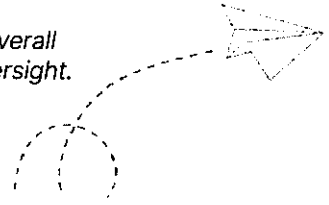
# 26/27 Fee Schedule (SPED Para)

| Standard Instructional Aide | |
|---|---|
| IA Pay (Hourly) | Total School Charge (Hourly) |
| $20.00 | $32.97 |
| $21.00 | $34.16 |
| $22.00 | $35.35 |
| $23.00 | $36.54 |
| $24.00 | $37.73 |
| $25.00 | $38.92 |
| $26.00 | $40.11 |

| Upskilled Instructional Aide | |
|---|---|
| IA Pay (Hourly) | Total School Charge (Hourly) |
| $20.00 | $33.97 |
| $21.00 | $35.16 |
| $22.00 | $36.35 |
| $23.00 | $37.54 |
| $24.00 | $38.73 |
| $25.00 | $39.92 |
| $26.00 | $41.11 |

| BI/BT - *BCBA Supervision Not Incl.** | |
|---|---|
| BI/BT Pay (Hourly) | Total School Charge (Hourly) |
| $25.00 | $36.27 |
| $26.00 | $37.46 |
| $27.00 | $38.65 |
| $28.00 | $39.84 |
| $29.00 | $41.03 |
| $30.00 | $42.22 |
| $31.00 | $43.41 |
| $32.00 | $44.61 |
| $33.00 | $45.80 |
| $34.00 | $46.99 |
| $35.00 | $48.18 |

***BCBA Supervision Not Included for Behavior Interventionists and Technicians (BI/BTs):***
*Rates do not include BCBA supervision. This structure is designed to reduce overall cost for partners and relies on their existing or new BCBA oversight for IEP oversight.*



**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Amended Agreement for Professional Services Provided by Gary D Stromberg & Associates, LLC (Special Education) |

**Background:**

The Board of Education is being asked to amend an agreement for professional services to hire an outside speech and language pathologist to provide support and assessments to Special Education students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education students.

**Discussion/Issues:**

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

**Fiscal Impact:**

Not to exceed $281,248.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Gary D Stromberg & Associates, LLC, to provide two speech and language pathologists, not to exceed $281,148 (01.0-65000.0-57602-11901-5850-7440000), effective August 10, 2026 through June 4, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was June 25, 2026 for a total not to exceed $140,624. An additional speech and language pathologist is needed, for a total of two, as the District is unable to hire permanent staff. This amendment adds an additional $140,624 for a new not to exceed amount of $281,248.**

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 15th day of July 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Provider."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 110 Gleason Street Unit 303 Delray Beach FL 33483

Email Address: louis@strombergassociates.com

Sponsoring Administrator: Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: ~~06/25/2026~~ 08/06/2026 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of 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 $94 per hour, 40 hours each SLP per week, 40 weeks, for a total of **~~$140,624~~ $281,248 .**

2. The term of the Agreement shall be the period commencing on: 08/10/2026 and terminating on: 06/04/2027.

3. Payment Terms: Net 45 Days

4. In no case should initial payment claim submission or initial rebillings/retroactive billing for any fiscal year (July through June) extend beyond **sixty (60) days after the close of the fiscal year.** Invoices received for a closed fiscal year beyond the sixty (60) day period will be returned unpaid and should be removed from the Providers accounts receivable. Exceptions to the above must be requested in writing and approved by the Special Education Administrator.

5. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide two speech and language pathologists for support and assessments for special education students.

6. 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.

7. 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.

8. Provider shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from the California Department of Justice (hereinafter referred to as "CDOJ") for Provider's employees, volunteers, subProviders, related outside agency service Provider's staff or any person with regular student contact employed directly or indirectly by it prior to service with any Burbank Unified School District (BUSD) student. Provider hereby agrees that Provider's employees, volunteers, subProviders or any person employed directly or indirectly (such as Department of Probation, Department of

Children and Family Services, and/or Los Angeles Department of Children's Services) by it shall not come in contact with BUSD students, in person or virtually, until CDOJ clearance is ascertained. Provider shall certify in writing to BUSD that none of its employees, and volunteers, subProviders or any person employed directly or indirectly by it who may come into contact with BUSD students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Provider shall certify to BUSD that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students. In addition, Provider shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

Notwithstanding the restrictions on sharing and destroying criminal background check information, Provider, upon demand, shall make available to evidence of a successful criminal background check clearance and enrollment in subsequent arrest notice service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Provider is required to retain the evidence, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service as required by California Penal Code section 11105.2 for all staff shall be provided upon request.

9. Provider shall comply with the requirements of California Education Code sections 35021 *et. seq.* and 49406 regarding the examination of Provider's employees and volunteers for tuberculosis. Provider shall ensure and provide upon request to BUSD documentation for each individual volunteering, employed, contracted, and/or otherwise hired by Provider of such compliance before an individual comes in contact with a BUSD student.

10. Provider shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations section 1910.1030, when providing medical treatment or assistance to a BUSD student. Provider further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. Communicate within twenty-four hours to Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

17. The District agrees to indemnify, defend and hold harmless Gary D Stromberg & Associates, 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.

18. 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.

19. 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**

Gary D Stromberg & Associates, 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 Gary D Stromberg & Associates, 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 Gary D Stromberg & Associates, LLC, its agents, subcontractors, employees or other representatives referred to in this Agreement, Gary D Stromberg & Associates, 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 Gary D Stromberg & Associates, 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 Gary D Stromberg & Associates, LLC demand.

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

Gary D Stromberg & Associates, LLC
Provider/Company

Gary Stromberg
Print Representative Name

Owner
Title

Signature

07/15/26
Date

**Burbank Unified School District**
**Special Education Department**

# REPORT TO THE BOARD

| | |
|---|---|
| TO: | Members of the Board of Education |
| FROM: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Amended Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services (Special Education) |

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**Background:**

Since 2017 the District has contracted with Hathaway-Sycamores Child and Family Services, a non-public agency from Pasadena, CA, to provide therapeutic services to students who attend Magnolia Park School, a Special Education Local Plan Area (SELPA) program for students with significant emotional and behavioral challenges. Magnolia Park is located on District property, adjacent to the school site of Monterey High School. The costs for student mental health services at Magnolia Park have historically been shared between three unified school districts (Burbank, Glendale, and La Canada) that comprise the Foothill SELPA. The rationale for contracting with this particular vendor was based on its ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community.

**District-Wide Goals, 2021-2022:**

1.2 Continue developing and assessing intervention programs specifically for students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.

**Discussion/Issues:**

The rationale for contracting with Hathaway-Sycamores was based on their ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community. These ESS services included twenty-four hour-a-day crisis intervention and after-care management. This embedded support team model has been successful in providing much more direct support for (all) students than had previously been provided by agencies in the past. Furthermore, this model of service delivery reduced the need for individually contracted ESS services at Magnolia Park. The current proposal is to continue with the same service delivery model for the 2026/2027 school year.

**Fiscal Impact:**

Not to exceed $498,859.45 from Special Education Mental Health funds for the 2026/2027 school year. As per agreement between the SELPA and the District, BUSD will incur these costs (up- front) and at the end of the school year, the program's expenses will be apportioned per Average Daily Attendance (ADA), based on District of residence, and each of the three districts will be expected to cover their students' costs.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services recommends that the Board of Education amend 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 $498,859.45 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was May 7, 2026 for a total not to exceed $489,778.39. Due to the recent California budget of the revised May 15, 2026 COLA of 4.31%, which was signed on June 30, 2026, this amendment is increased by $9,081.06. The new total not to exceed is $498,859.45.**

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 22nd day of July 2026 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Hathaway-Sycamores Child and Family Services hereinafter referred to as "Provider."

Payee's Name: Hathaway-Sycamores Child and Family Services

Daytime Phone Number: 626-395-7100 X5365

Mailing Address: 840 N. Avenue 66 Los Angeles, CA 90042

Email Address: MFlaherty@sycamores.org

Sponsoring Administrator: Oscar Macias (Print Name) Assistant Superintendent (Title) _____ (Signature) Special Education (Location)

Board Approval: ~~05/07/2026~~ 08/06/2026 Account Code: 01.0-65460.0-57601-11800-5810-7440000

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 total not to exceed **$498,859.45**
2. The term of the Agreement shall be the period commencing on: 07/01/2026 and terminating on: 06/30/2027.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hathaway-Sycamores Child and Family Services will provide mental health and case management services for the **Foothill SELPA Program**.
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 Hathaway-Sycamores Child and Family Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

**INDEMNIFICATION**

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

District shall save and hold Hathaway-Sycamores Child and Family Services, harmless from and against and shall indemnify Hathaway-Sycamores Child and Family Services for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Hathaway-Sycamores Child and Family Services is sued in any court for damages by reason of any of the acts of the District, its agents,

subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Hathaway-Sycamores Child and Family Services may defend the same and any expenses, including reasonable attorney's fees, which Hathaway-Sycamores Child and Family Services may pay or incur in defending said action and the amount of any judgment which Hathaway-Sycamores Child and Family Services may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Jennifer Nicholson

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Hathaway-Sycamores Child and Family Services

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: | Oscar Macias, Assistant Superintendent of Instructional Services |
| PREPARED BY: | Jennifer Nicholson, Director of Special Education and Psychological Services |
| SUBMITTED BY: | Sandra Shearer, Administrative Secretary II |
| DATE: | August 6, 2026 |
| SUBJECT: | Approval of Amended Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services (Special Education) |

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**Background:**

Since 2017 the District has contracted with Hathaway-Sycamores Child and Family Services, a non-public agency from Pasadena, CA, to provide therapeutic services to students who attend Magnolia Park School, a Special Education Local Plan Area (SELPA) program for students with significant emotional and behavioral challenges. Magnolia Park is located on District property, adjacent to the school site of Monterey High School. The costs for student mental health services at Magnolia Park have historically been shared between three unified school districts (Burbank, Glendale, and La Canada) that comprise the Foothill SELPA. The rationale for contracting with this particular vendor was based on its ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community.

**District-Wide Goals, 2021-2022:**

1.2 Continue developing and assessing intervention programs specifically for students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.

**Discussion/Issues:**

The rationale for contracting with Hathaway-Sycamores was based on their ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community. These ESS services included twenty-four hour-a-day crisis intervention and after-care management. This embedded support team model has been successful in providing much more direct support for (all) students than had previously been provided by agencies in the past. Furthermore, this model of service delivery reduced the need for individually contracted ESS services at Magnolia Park. The current proposal is to continue with the same service delivery model for the 2026/2027 school year.

**Fiscal Impact:**

Not to exceed $240,841.36 from Special Education Mental Health funds for the 2026/2027 school year. As per agreement between the SELPA and the District, BUSD will incur these costs (up- front) and at the end of the school year, the program's expenses will be apportioned per Average Daily Attendance (ADA), based on District of residence, and each of the three districts will be expected to cover their students' costs.

**Recommendation:**

Oscar Macias, Assistant Superintendent of Instructional Services recommends that the Board of Education amend 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 $240,841.36 (1.0-33270.0-57601-11800-5810-7440000 = $202,306.74 and 01.0-65460.0-57601-1180-5810-7440000 = $38,534.62). Effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

**Note: The original approval date was May 7, 2026 for a total not to exceed $236,453.44. Due to the recent California budget of the revised May 15, 2026 COLA of 4.31%, which was signed on June 30, 2026, this amendment is increased by $4,387.92. The new total not to exceed is $240,841.36.**

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 22nd day of July 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hathaway-Sycamores Child and Family Services hereinafter referred to as "Provider."

Payee's Name: Hathaway-Sycamores Child and Family Services

Daytime Phone Number: 626-395-7100 X5365

Mailing Address: 840 N. Avenue 66 Los Angeles, CA 90042

Email Address: MFlaherty@sycamores.org

Sponsoring Administrator: Oscar Macias (Print Name) Assistant Superintendent (Title) (Signature) Special Education (Location)

Board Approval: ~~05/07/2026~~ 08/06/2026 Account Code: 01.0-33270.0-57601-11800-5810-7440000 ($202,306.74)
01.0-65460.0-57601-11800-5810-7440000 ($38,534.62)

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 total not to exceed **$240,841.36**
2. The term of the Agreement shall be the period commencing on: 07/01/2026 and terminating on: 06/30/2027.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hathaway-Sycamores Child and Family Services will provide mental health and case management services for students who attend Magnolia Park School.
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 Hathaway-Sycamores Child and Family Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

**INDEMNIFICATION**

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

District shall save and hold Hathaway-Sycamores Child and Family Services, harmless from and against and shall indemnify Hathaway-Sycamores Child and Family Services for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Hathaway-Sycamores Child and Family Services is sued in any court for damages by reason of any of the acts of the District, its agents,

subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Hathaway-Sycamores Child and Family Services may defend the same and any expenses, including reasonable attorney's fees, which Hathaway-Sycamores Child and Family Services may pay or incur in defending said action and the amount of any judgment which Hathaway-Sycamores Child and Family Services may be required to pay shall be promptly reimbursed by District upon demand.

**ARBITRATION**

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District

District/Company Name

Jennifer Nicholson

Print Representative Name

Director of Special Education

Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Provider:

Hathaway-Sycamores Child and Family Services

Provider/Company

Print Representative Name

Title

Signature

Date

## 26-27 SYCAMORES RELATED SERVICE FEES

| Services and Related Services | Abbreviation | Fee |
|---|---|---|
| | | |
| Adapted Physical Education | APE | |
| Assitstive Technology Service | ATS | |
| Adiological Services | AS | |
| Behavior Intervention - Design and Planning | BID | 354.84 per hr. |
| Behavior Intervention - Implementation | BII | 266.95 per hr. |
| Counseling and Guidance Services | CG | 354.84 per hr. |
| Early Education Programs for Children with Disabilities | EE | |
| Health and Nursinig Services | HNS | |
| Language and Speech Development and Remediation | LSDR | |
| Music Therapy | MT | |
| Non-Medical Care & Room and Board | NMCRB | |
| Occupational Therapy Seravices | OT | |
| Orientation and Mobility Instruction | OM | |
| Parent Counseling and Training | PCT | 354.84 per hr. |
| Physical Therapy Services | PT | |
| Psychological Services other Than Assessmetn and IEP Development | PS | 354.84 per hr. |
| Recreation Services | RS | |
| Social Worker Services | SW | 266.95 per hr. |
| Specialized Driver Training Instruction | SDTI | |
| Specialized Services for Low Incidence | LI | |
| Specially Designed Vocational Education and Career Development | VECD | |
| Transcriber Services | TS | |
| Vision Sevices | VS | |
| ESS Services Tier I | ESS | 4,587.55 monthly |
| ESS Sevices Tier II | ESS | 2,773.60 monthly |
| Full Classroom Supports (Level I) | CS - F | |
| Partial Classroom Supports (Level II) | CS - P | |
| Modified Classroom Supports (Level III) | CS - M | |
| | | |

**Burbank Unified School District**
**Department of Student Services**

# REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Assistant Superintendent of Instructional Services

PREPARED BY: Narineh Barzegar, Director of Student Services

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: August 6, 2026

SUBJECT: Approval of Agreement for Professional Services

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**Background:**
Pursuant to Board Policy 3312, the Board of Education designee may contract with consultants to provide services that District Staff are not able to provide. The District contracts with agencies to provide other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans. Student Services requests the following master blanket purchase order be approved by the Board of Education to cover the provider listed below.

**Discussion/Issues:**
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 may service all BUSD schools during the school day, Monday through Friday, based on the student's specific needs and schedule. See attached rate sheet for further details.

**Fiscal Impact:**
Not to exceed $130,000 funded through Student Services special uses account string.

**Recommendation:**
Oscar Macias, Assistant Superintendent of Instructional 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 13, 2026 through June 30, 2027, not to exceed $130,000 (01.0-00000-11100-10000-5810-7450000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

# EDUCATIONAL CLIENT STAFFING AGREEMENT

The effective date of this Educational Client Staffing Agreement ("Agreement") is entered into this on this date August 13, 2026, by and between Covelo Group, Inc., a California corporation, including its affiliates and subsidiaries ("COVELO"), with a mailing address of 5757 Wilshire Blvd, Suite 650, Los Angeles, CA 90036 and the following entity ("CLIENT"):

Name: Burbank Unified School District – Student Services_____

Address: 1900 W. Olive Ave_____

City: Burbank_____ State: CA_____ Zip: 91506_____

COVELO is a staffing agency that employs licensed clinical and other non-clinical healthcare staff to provide services to CLIENT.

CLIENT is an educational institution that intends to use COVELO to provide supplemental local and travel healthcare staffing to serve its needs.

## 1. GENERAL TERMS.

1.1. COVELO and CLIENT are independent legal entities and nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal or agent, or any relationship other than that of independent parties contracting with each other for the purpose of carrying out the terms of this Agreement. Neither COVELO nor CLIENT nor any of their respective agents or employees shall control or have any right to control the activities of the other party in carrying out the terms of this Agreement.

1.2. Neither party may assign this Agreement without the prior written consent of the other Party and such consent will not be unreasonably withheld. No such consent will be required for an assignment to an entity owner by or under common control with the assignor or in connection with any acquisition of all of the assets or capital stock of a party, provided, however, that the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.

## 2. TERM.

2.1. This Agreement will begin on August 13, 2026, and end on June 30, 2027, and will automatically renew for a one-year term unless terminated by the Parties.

2.2. Either party may terminate this Agreement with ninety (90) days advance written notice to the other party.

## 3. COVELO DUTIES.

3.1. Provide the staff identified in Attachment "A" subject to availability.

3.1.1. The failure of COVELO to provide staff will not constitute a breach of this Agreement.

3.1.2. Staff services will be provided onsite or offsite but not at home.

3.2. Supply clinical and non-clinical staff who meet the criteria in Attachment "B."

3.3. Verify all staff meet applicable licensing requirements.

3.4. Pay staff all wages and other compensation and comply with mandatory income withholdings and contributions including federal, state, and local income taxes, Social Security taxes, worker's compensation, and unemployment insurance.

3.5. Maintain general and professional liability insurance coverages of not less than $1,000,0000 per occurrence and $3,000,000 in the aggregate covering the sole negligent acts and omissions giving rise to liability for the services provided.

3.6. Not discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender, pregnancy, sexual orientation, gender identify, age, physical or mental disability, citizenship, service in armed forces, genetic information, or any other characteristic protected under federal, state, or local law.

**4. CLIENT DUTIES.**

4.1. Use best efforts to request from COVELO per diem staff twenty-four (24) hours prior to reporting time and provide all required details at the time of the initial request.

4.1.1. If CLIENT requests per diem staff less than two (2) hours prior to the start of a shift, COVELO will bill CLIENT for the entire shift so long as the per diem staff report for work within a reasonably prompt period of time.

4.1.2. If CLIENT changes or cancels a request for per diem staff less than two (2) hours prior to the start of a shift, COVELO will bill CLIENT in accordance with local and state laws.

4.2. Pay any applicable sales tax, gross receipts tax, excise tax, or other state taxes applicable to the services and supplies provided by COVELO.

4.3. Maintain sole and exclusive authority and responsibility for professional and medical management of care for its students, including but not limited to the development and provision of Individualized Healthcare Plans (IHPs).

4.3.1. IHPs shall include the following protocols: Equipment Plan; Emergency Plan; Transportation Plan; Medication Management Plan, including any other reasonable and necessary protocols, including but not limited to those for ensuring privacy rights, document retention, security, and any other relevant concerns.

4.3.2. Supervise the services provided by the staff including, but not limited to, instruction in all protocols, policies, and procedures.

4.3.3. Indemnify, defend, and hold harmless COVELO, its directors, officers, shareholders, employees, and agents from and against any and all claims, actions, and liabilities arising out of or in connection with any protocol, policy, or procedure provided to COVELO and/or its staff, regardless of whether or not protocols, policies, or procedures were followed by CLIENT.

4.4. Comply with work environment, supplies, and data security requirements.

4.4.1. Provide a clean and properly maintained workspace for staff to work and provide services and maintain sole responsibility for proper maintenance and security of any such workspace and related equipment and supplies.

4.4.2. Supply all necessary medical supplies to be used in administering and providing services by staff including, but not limited to, gloves, personal protective equipment, disinfecting wipes, and waste disposal containers with linings.

4.4.3. Ensure proper disposal of all medical and biohazard waste.

4.4.4. Indemnify, defend, and hold harmless COVELO, and its directors, officers, shareholders, employees, and agents from and against all claims, actions, or liabilities asserted against them arising from any failure to ensure proper disposal of medical waste or biohazard or any supplies provided, including the inability of either party to obtain such supplies due for any reason in connection with this Agreement.

4.5. Conduct an adequate and timely orientation to the staff of CLIENT policies and procedures, including but not limited to a review of all instructions regarding confidentiality and orient staff

to all exposure control plans, emergency action plans, or protocols relating to the Occupational Safety and Health Administration requirements, bloodborne pathogens, emergent matters, and further direct and supervise the staff for all protocols relating to health and safety.

4.6. Document any site-specific training given to staff and include the date and type of training so provided.

4.7. Ensure the staff and their services comply with the Health Insurance Portability and Accountability Act, the Health Information Technology for Economic and Clinical Health Act, the Family Education Rights and Privacy Act, and any other applicable federal and state law and guidelines.

4.8. Ensure the staff and their services comply with Free Appropriate Public Education guidelines, Occupational Safety and Health Administration requirements, and any other applicable federal and state laws and guidelines.

4.9. Supervise and require all staff to take required meals and rest breaks as required by law.

4.10. Maintain insurance policies that evidence general and professional liability coverages of not less than $1,000,0000 per occurrence and $3,000,000 in the aggregate covering the acts or omissions of its employees, contractors, and agents and name COVELO as an additional insured on its general liability policy.

4.11. Not discriminate based on race, color, religion, creed, national origin or ancestry, ethnicity, sex, gender, pregnancy, sexual orientation, gender identify, age, physical or mental disability, citizenship, service in armed forces, genetic information, or any other characteristic protected under federal, state, or local law.

**5. ASSIGNMENTS.**

5.1. CLIENT may conduct an interview of staff by telephone or online conference prior to staff being assigned.

5.2. If CLIENT requests a face-to-face interview for any travel staff, CLIENT agrees to pay COVELO for the cost of travel, lodging, and reasonable per diem expenses, regardless of whether such staff are deemed suitable or unsuitable by CLIENT for the intended assignment.

5.3. COVELO is solely responsible for coordinating staff travel assignments and this includes housing, payroll and related functions.

5.4. COVELO may cancel the remaining term of an assignment with written notification to CLIENT.

5.4.1. COVELO will use its best efforts to provide a qualified replacement for such cancelled assignment within fourteen (14) days from the date of notification but offers no guarantee of such replacement.

5.5. CLIENT may cancel the remaining term of an assignment for convenience with fourteen (14) calendar days advance written notification.

5.5.1. If CLIENT does not notify COVELO with fourteen (14) calendar days advance notice of cancellation of assignment, CLIENT agrees to pay COVELO a fee equal to seventy-two (72) hours of the assigned staff's bill rate subtracted by any hours actually worked by staff after notice is given.

5.6. CLIENT agrees that any assignment confirmation notice or attachment is incorporated herein by reference and form part of this Agreement. Any conflict between this Agreement and an assignment confirmation notice or attachment, the terms of the assignment notice or attachment will govern.

**6. NON-PERFORMANCE/RIGHT TO DISMISS.**

6.1. CLIENT may request the dismissal of any staff for any reason and agrees to notify COVELO of any such action immediately in writing, providing in reasonable detail the reasons for such dismissal but must compensate COVELO for all hours worked by the staff prior to dismissal.

6.1.1. If CLIENT concludes that any staff provided by COVELO have engaged in misconduct or have been negligent, CLIENT may require staff to leave the premises and will notify COVELO immediately in writing, providing in reasonable detail the reasons for such dismissal and any documentation, material, or video surveillance footage evidencing misconduct or negligence.

6.1.2. If CLIENT becomes aware of any incident involving staff, it will report such incidents in writing to COVELO including, but not limited to, any patient-hazards known to be related to the services, material errors or omissions committed by staff, injuries attributable to staff, and any safety hazards known to be related to the services or to be encountered by staff.

**7. NON-SOLICITATION.**

7.1. CLIENT agrees that there is a substantial investment in the business-related costs incurred by COVELO in recruiting, onboarding, training, and employing staff, which necessarily includes advertisement, recruitment, interviewing, evaluation, reference checks, credentialing, training, and supervising staff.

7.2. For a period of twelve (12) months following the date on which any staff were (1) interviewed by CLIENT for purposes of determining whether to approve staff to work at CLIENT under the terms of this agreement; or (2) last worked a shift at CLIENT, CLIENT agrees that it will not solicit, recruit, hire, or employ as its own employee or as a contractor, those staff provided, or introduced, by COVELO during the term of this Agreement and such violation will be a material and substantial breach of this Agreement.

**8. CONVERSION & PLACEMENT FEES.**

8.1. CLIENT agrees to give COVELO one hundred and eighty (180) days prior written notice of its intent-to-hire, or employ, any staff.

8.1.1. During the 180 day notice of intent-to-hire period, CLIENT will employ said staff through COVELO for a minimum of thirty-six (36) hours per week or, in the alternative, pay COVELO a placement fee which is the greater of five thousand dollars ($5,000) or the sum of thirty percent (30%) of such staff's annualized salary to be calculated as the weekday hourly bill rate for the staff multiplied by one thousand four hundred and forty-four hours (1,440) hours.

8.1.2. CLIENT agrees that if it fails to notify COVELO in writing of any hires or contracts with any staff as above, it will pay a conversion fee of one hundred and fifty percent (150%) of the first year's annualized salary of said staff.

**9. TIME KEEPING.**

9.1. The parties acknowledge and agree that notwithstanding any CLIENT manuals, instructions or other policies, COVELO will use its own timekeeping system for the provision of services and is not required to use paper-based timekeeping records, unless otherwise required by applicable law.

9.2. CLIENT agrees to be notified via electronic mail regarding the hours submitted by staff and to review and approve or disapprove the submitted hours on a weekly basis, each Monday by noon local time.

9.3. CLIENT agrees to notify COVELO of any disputed timecard data within ten (10) days of receipt of timecards and failure to dispute such hours within that ten (10) day period will make it a presumption that the hours initially submitted are true and accurate.

9.4. CLIENT agrees that the approved hours will be used by COVELO for payroll and billing.

**10. COMPENSATION/PAYMENT.**

10.1. COVELO will submit invoices monthly to CLIENT.

10.1.1. All amounts due to COVELO are due and payable within thirty (30) days from the date of invoice.

10.1.2. If CLIENT disputes any portion of an invoice, written notice of dispute must be provided to COVELO within fourteen (14) days from the date of invoice or the invoice amount will be presumed to be valid.

10.1.3. CLIENT agrees to pay by the due date all undisputed amounts, including, in the event of a billing rate dispute, the amount of the services at the lower billing rate.

10.1.4. CLIENT agrees to and accepts annual rate increases at the percentage listed on Attachment "A" of this Agreement.

**11. INDEMNIFICATION & LIMITATION OF LIABILITY.**

11.1. COVELO agrees to indemnify and hold harmless CLIENT from all claims, actions, and liabilities which may be asserted against it by third parties in connection with the sole negligent performance of COVELO, its directors, officers, employees, or agents under this Agreement only.

11.1.1. COVELO shall not indemnify CLIENT for any action or inaction or liabilities asserted against it for the negligent performance of COVELO, its officers, employees or agents acting under the control, direction, or authority of the CLIENT.

11.1.2. COVELO's indemnity obligations are limited to any jurisdiction-specific cap for malpractice claims or liabilities.

11.2. CLIENT shall defend, indemnify, and hold harmless COVELO, its employees, agents and subcontractors for negligent acts, errors, or omissions of CLIENT or its employees, agents, and/or subcontractors to the extent that passive or vicarious liability for such negligent acts, errors, or omissions is imposed upon COVELO in a claim or suit.

11.3. Neither COVELO nor CLIENT shall be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that either party may incur or experience in connection with this Agreement and the services provided, however, caused, even if such party has been advised of the possibility of such damages.

11.4. COVELO will not be responsible for any special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that CLIENT may incur or experience in connection with any waivers or elections to proceed under Attachment "B."

**12. DISPUTE RESOLUTION.**

12.1. Except as otherwise provided in this Agreement, any dispute between the parties regarding the interpretation or enforcement of this Agreement or any of its terms shall be addressed by good faith negotiation between the Parties.

12.2. To initiate such negotiation, a party must provide to the other party written notice of the dispute that includes both a detailed description of the dispute or alleged nonperformance and the name of an individual who will serve as the initiating party's representative in the negotiation. The other party shall have ten (10) business days to designate its own representative in the

negotiation. The parties' representatives shall meet at least once within forty-five (45) days after the date of the initiating party's written notice to reach a good faith resolution of the dispute. Upon agreement, the parties' representatives may utilize other alternative dispute resolution procedures such as private mediation to assist in the negotiations.

12.3. If the parties are unable to resolve the dispute within forty-five (45) days of the date of the initiating party's written notice, either party may pursue any remedies available to it under this Agreement, at law, in equity, or otherwise, including, but not limited to, instituting an appropriate proceeding before a court of competent jurisdiction.

**13. CONFIDENTIALITY & DATA SECURITY.**

13.1. The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor its staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to its duties for or on behalf of the other party, any secret, confidential information of the party, including, without limitation, information with respect to the party's students, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other.

13.2. CLIENT agrees that, from time to time, COVELO lists or mentions its customers in its marketing, communication, and business initiatives and CLIENT agrees that COVELO may disclose the partnership between COVELO and CLIENT, and use the name of CLIENT for such marketing, communication, and business purposes and initiatives.

13.3. In the event that COVELO receives student information, including student financial or medical information, COVELO shall not disclose any individual student records, including student financial or medical information to any third-party, except where permitted or required by law or where such disclosure is expressly approved by CLIENT, COVELO, and student in writing. Each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including the Family Educational Rights and Privacy Act ("FERPA"). In accordance with FERPA, COVELO may maintain and use Student Education Records to perform the services under this Agreement and may disclose de-identified data to third parties in performance of services under this Agreement. If COVELO is given access to students' educational records, COVELO shall limit its personnel's access to the records to those persons for whom access is essential to the performance of the Services under this Agreement. COVELO shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended. COVELO reserves the right to retain any Student Education Records for the length of time necessary to meet COVELO's contractual and legal commitments.

13.4. Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of student information, to include FERPA. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access as is expressly permitted by federal/state regulations. The parties agree to promptly inform the other party to the extent such records are requested by an agency or in a judicial proceeding so the party can determine whether to object or otherwise seek a protective order over the requested records or information.

13.5. CLIENT will be responsible for establishing and overseeing all information and/or data security measures, which may be needed to maintain and protect the security of all computer systems, networks, files, data, and software related to the services under this Addendum and Agreement. CLIENT will be responsible for providing all education and training to staff as it relates to CLIENT's privacy and security processes, including, without limitation the CLIENT's process and expectations for collecting, storing, securing, and transferring data collected under this Agreement. CLIENT acknowledges and understands that no Personally Identifiable Information will be relayed, transmitted, or otherwise provided to or stored by staff and that in terms of staff placed in CLIENT physical or technical environment because of this Agreement, any Personally Identifiable Information viewed, created, accessed, and/or stored by staff would be done solely in the CLIENT's technical environment.

13.6. CLIENT agrees to defend, indemnify and hold harmless COVELO, its directors, officers, shareholders, employees, and agents from and against any and all claims, actions, or liabilities arising out of and/or in connection with any data security or lack of data security while staff is providing services.

13.7. COVELO and all staff provided to CLIENT hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information directly or indirectly accessed or used by COVELO and the staff, including without limitation FERPA.

**14. NOTICES.**

14.1. Any notice of demand required under this Agreement will be in writing and will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt to the addresses listed in this agreement. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

**15. SEVERABILITY and GOVERNING LAW.**

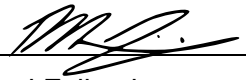
15.1. The headings used in this Agreement are for the convenience of the parties and will not in any away affect the meaning or interpretation of this agreement.

15.2. In the event that one or more provisions of this Agreement is deemed invalid, unlawful, or unenforceable, then only that provision will be omitted, and the remaining provisions will be deemed to continue in full force and effect.

15.3. This Agreement will be governed by and construed in accordance with the laws of the State of California and any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of California and the parties irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

****

CLIENT and COVELO have acknowledged their understanding of agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth above.

| For **CLIENT**: | For **COVELO**: |
| --- | --- |
| SIGNED: _____ | SIGNED:  |
| NAME: _____ | NAME: Bami Fajinmi |
| TITLE: _____ | TITLE: VP of Educational Services |
| DATE: _____ | DATE: 07/30/26 |

## ATTACHMENT "A"

**Covelo Group Staffing Rates**

| SERVICE | RATE (per hour) |
|---|---|
| **Behavioral Health Staff** | |
| BCBA | $110 |
| Behavior Technician (w/ CPI) | $51 |
| Behavior Technician floater (w/ CPI) | $54 |
| Registered Behavior Technician | $55 |
| BID/BCBA Supervision | $100 |
| School Psychologist | $95 |
| **Teachers & Classroom Support Staff** | |
| Instructional Aide (IA) | $42 |
| Instructional Aide (IA) Floater | $45 |
| Para Educator | $38 |
| Para Educator Floater | $41 |
| SPED Teacher – Resource Specialist (RSP) | $93 |
| SPED Teacher – Mild/Mod | $95 |
| SPED Teacher – Mod/Sev | $97 |
| **Therapists** | |
| SLP | $105 |
| SLPA | $85 |
| Occupational Therapist | $90 |
| COTA | $80 |
| Physical Therapist | $90 |
| PTA | $80 |
| **Health Services Staff** | |
| CNA/Medical Assistant | $40 |
| LVN | $60 |
| LVN (floater) | $63 |
| RN (credentialed) | $100 |
| RN (non-credentialed) | $80 |
| **Trainings w/ Certifications** | |
| AHA Basic Life Support (BLS) | $55 per attendee |
| AHA Heartsaver | $55 per attendee |
| Stop The Bleed | $30 per attendee |
| Professional Crisis Management (PCM) | $65 per attendee (certification)<br>$50 per attendee (recertification) |
| **Trainings w/o Certifications** | |
| First Aid & Emergency Response | $20 per attendee |
| CPR and AED (Hands Only) | $15 per attendee |
| Search & Rescue/Medical Triage | $15 per attendee |

| Assessments | |
|---|---|
| Functional Behavior Assessment (FBA) | $100/hr. |
| Student Skills Assessment<br>(EFL, AFLS, ABLLS, etc.) | $100/hr. |
| Speech Assessment | $125/hr. |
| PT Assessment | $105/hr. |
| OT Assessment | $105/hr. |
| Hearing/Vision Screenings | $100/hr. |

**Rates**. Charges will be based on the hourly rate schedule effective as of the starting date of the term of this agreement. For the convenience of the parties, changes in rates may be made during the course of performance by mutual agreement of both parties in writing.

**Overtime**. Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours and two (2) times the regular billing rate for double-time, unless the applicable state law requires a different rate.

**Mileage.** For shifts requiring employees to commute between multiple worksites, mileage will be charged accordingly at the federal rate.

**Reporting Time Pay.** In compliance with federal and local laws, employees will receive appropriate compensation if they report to work but are dismissed before the conclusion of their shift.

## ATTACHMENT "B"

### Pre-Assignment Screens

COVELO will supply CLIENT with staff who meet the following criteria unless the CLIENT requests in writing different criteria.

**Clinical Staff**

1. Proper work authorization documentation.
2. Possess current state professional licensure, certification, and/or licensure.
3. Possess CPR certification as applicable.
4. Completed health screening requirements as applicable.
5. Tuberculosis screening.
6. Possess relevant professional and specialty experience and verify employment history.
7. Possess current skills competency to include written exam and self-skills assessment.
8. COVELO standard OSHA and HIPAA training.
9. Office of the Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE).
10. General Services Administration's (GSA) Excluded Parties List System (EPLS).
11. National Sex Offender Public Website (NSOPW).
12. State Specific Exclusion, as applicable.
13. Criminal background report.
14. Abuse and Neglect registry or similar databases as required.

Drug screenings if requested in writing by CLIENT.

**Non-Clinical Staff**

1. Proper work authorization documentation.
2. Tuberculosis screening as required.
3. Office of the Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE).
4. General Services Administration's (GSA) Excluded Parties List System (EPLS).
5. National Sex Offender Public Website (NSOPW).
6. State Specific Exclusion, as applicable.
7. Criminal background report.
8. Abuse and Neglect registry or similar databases as required.

Drug screenings if requested in writing by CLIENT.