BURBANK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

Thursday, May 21, 2026

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/XrYpZ7M2hMb1LJCS7 3pm on Wednesday, May 20th. 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

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Conference with Labor Negotiator, Pursuant to Government Code 54957.6
Agency Negotiator: Jason Hasty
Employee Organizations: Burbank Teachers Association (BTA) & California School Employees Association (CSEA)

3.b Public Employee Appointment/Employment Government Code section 54957
Title: Assistant Superintendent Human Resources

3.c Expelled Students for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917
The Board of Education will be meeting in closed session pursuant to Board Policy 5144 and Education Code 48917 to consider the readmittance recommendation report from the District Transfer Review Committee for Students 960041079 and 960026727, as presented.

3.d Action on Student Expulsion
The Board of Education will take action in closed session pursuant to Education Code Section 48915(a)(1)(b), 48900(a)(1), & 48900 (b) on the expulsion recommendation by the Administrative Hearing Panel for Student 960043800, as presented.

3.e Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Â§54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Student 960016948

3.f Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (2 cases)

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

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

7. ITEMS FOR FUTURE AGENDAS

8. PRESENTATIONS / RECOGNITIONS

8.a Recognition of the 2026 Burbank Unified School District Teachers of the Year
Human Resources Services, recommends that the Board of Education recognize the 2026 Burbank Unified School District Teachers of the Year, as presented.
Recognition of the 2026 Burbank Unified School District Teachers of the Year.pdf

8.b Recognition of the 2026 Burbank Unified School District Classified Employees of the Year
Human Resources Services, recommends that the Board of Education recognize the Burbank Unified School District Classified Employees of the Year, as presented.
Recognition of the 2026 Burbank Unified School District Classified Employees of the Year.pdf

8.c Report on Fiscal Crisis & Management Assistance Team (FCMAT) Fiscal Health Risk Analysis
Jason Hasty, Interim Superintendent of Business Services, will introduce a representative from Fiscal Crisis & Management Assistance Team (FCMAT), who will present the findings of the Fiscal Health Risk Analysis.
FCMAT Health Risk Analysis 052126.pdf

9. REPORTS FROM THE BOARD AND STAFF

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

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

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

10. REQUESTS TO ADDRESS THE BOARD

10.a Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on items on the agenda and on any subject within its jurisdiction by completing a white request card. Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes total may be allotted to each speaker, except by unanimous consent of the Board of Education. The president of the Board of Education has the discretion to prioritize speakers with precedence given to students and employees. The Superintendent may refer the matter to the proper department for review.

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

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

11. REPORTS TO THE BOARD

11.a National Student Clearinghouse Data
Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services will report to the Board of Education on the National Student Clearinghouse Data for Burbank Unified School District Graduates, as presented.
Report on National Clearinghouse Data.pdf

12. NEW AND/OR UNFINISHED BUSINESS

12.a Adoption of Resolution 49 In Recognition and Celebration of Yard Supervisors and Campus Supervisors
Oscar Macias, Interim Superintendent recommends that the Board of Education adopt Resolution No. 49 In Recognition and Celebration of Yard Supervisors and Campus Supervisors, honoring the essential contributions of Yard Supervisors and Campus Supervisors to student safety, school climate, and the overall success of Burbank Unified School District schools, as presented.
Resolution 49 Recognition and Celebration of Yard Supervisors and Campus Supervisors.pdf

12.b Adoption of Resolution 50 - Proclaiming May 22, 2026 as Harvey Milk Day
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 50 - Proclaiming May 22, 2026 as Harvey Milk Day, as presented.
Resolution 50 Harvey Milk Day Proclamation 5 21 26.pdf

12.c Adoption of Resolution 51 Ordering a Governing Board Member Election
Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 51 Ordering a Governing Board Member Election, as presented.
Adoption_of_Resolution_51_Ordering_Election.pdf

12.d Approval of 2025-2026 Expanded Learning Opportunities Program Plan
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2025, through June 30, 2026, and that authority to sign this agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval of ELOP Plan 2025-2026.pdf

12.e Second Reading of Revised Board Policy and Administrative Regulations
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Boards second reading of the proposed revision to Board Policies and Administrative Regulations, as presented.
Second Reading of Revised Board Policy and Administrative Regulations.pdf

12.f 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 $142,000 (010-01500.0-71500-31100-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Agreement with FSA School for School Based Counseling 05.21.26.pdf

12.g Approval of Extended Agreement Between Burbank Unified School District and YMCA of Metropolitan Los Angeles
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the extended Agreement between the Burbank Unified School District and the YMCA of Metropolitan Los Angeles, to provide child care services, effective July 1, 2025 through August 31, 2026, and the authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.
YMCA Horace Mann Extension Agreement 5. 21. 26..pdf

12.h Approval of New Classified Management Position- Public Information Officer (PIO)
Human Resources Services, recommends that the Board of Education approve the establishment of the Public Information Officer (PIO), a Classified Management position on Salary Schedule B, Range B (General Fund), effective May 22, 2026, to strengthen districtwide communication, enhance transparency, support crisis response, and ensure alignment between District initiatives and community engagement, as presented.
Approval of New Classified Management Position- Public Information Officer (PIO).pdf

12.i Approval of Revised and New Job Descriptions and Placement on the Classified Managers Salary Schedule B for Nutrition Services Positions
Human Resources Services recommends that the Board of Education approve the revised and new job descriptions for the Assistant Director of Nutrition Services, Chef Manager, Nutritionist and Field Supervisor positions, and approve placement of the new and revised positions on the Classified Managers Salary Schedule B, effective May 22, 2026, funded through Fund 13 (Cafeteria Fund), as presented.
Approval of Revised and New Job Descriptions and Placement on the Classified Manager Salary Schedule B for Nutrition Services Positions.pdf

12.j Approval of New Classified Management Position- Fiscal Compliance Supervisor
Human Resources Services, recommends that the Board of Education approve the establishment of the Fiscal Compliance Supervisor (Bond Program) position, a Classified Management position on Salary Schedule B, Range B, effective May 22, 2026, and funded

50% through Measure ABC and 50% through the General Fund, to strengthen fiscal oversight, ensure compliance, and support successful implementation of the Districts bond program, as presented.
Approval of New Classified Management Position- Fiscal Compliance Supervisor.pdf

12.k 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 May 22, 2026, as presented.
Approval of Job Description for Assistant Superintendent of Special Education and Student Support Services.pdf

12.l Approval of Job Description for Athletic Trainer on Classified Supervisors and Managers Salary Schedule B, Range K
Human Resources Services, recommends that the Board of Education approve the Job Description for Athletic Trainers on Classified Supervisors and Managers Salary Schedule B, Range K, effective May 22, 2026, as presented.
Approval of Job Description for Athletic Trainer on Classified Supervisors and Managers Salary Schedule B Range K.pdf

12.mApproval of Consultant Services Agreement with the School Employers Association of California (SEAC) for Human Resources Support
Human Resources Services recommends that the Board of Education approve the Consultant Agreement between the Burbank Unified School District and the School Employers Association of California (SEAC) to provide Human Resources Support, effective May 22, 2026 through June 30, 2026, as presented.
Approval of Constulant Services Agreement with the School Employers Association of California (SEAC) for Human Resources Support.pdf

12.n Amended Agreement for Professional Services (Human Resources)
Human Resources Services, recommends that the Board of Education amend the Agreement for Professional Services between the Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees with an increase of $80,000.00 (010-00000.0-00000-72000-5850-7550000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be pursuant to BUSD--AR 3314, as presented.
Amended Agreement for Professional Services (Human Resources).pdf

12.o Amended Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)
Administrative Services recommends that the Board of Education amend the agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2024 through June 30, 2026, not to exceed $1,200,000 per year (01.0-00000.0-00000-72000-5820-7400000), and that authority to sign the agreement be exercised pursuant to BUSDâ€”AR 3314, as presented.

Note: The agreement was originally approved on September 5, 2024 for a total not to exceed $225,000. A prior amendment increased the budgeted amount by $320,000, resulting in a not to exceed amount of $545,000. This amendment increases the budgeted amount by an

additional $655,000, due to outstanding invoices and projected legal costs through June 30, 2026. The new not to exceed amount is $1,200,000.
AALRR Agreement Amended 052126.pdf

12.p Approval of List of Selected Firms for On-Call Civil Engineering and Land Surveying Services for the ABC Bond Program and Other District Projects
The Administrative Services Department recommends that the Board of Education approve the award of the firms listed in Exhibit A to provide on-call Civil Engineering and Land Surveying Services for the ABC Bond Program and other projects throughout the District, as presented.
On Call Civil Engineering.pdf

12.q Approval of Professional Services Agreement, Flewelling & Moody, Water Main Replacement, John Muir Middle School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for the Water Main Replacement at John Muir Middle School, effective May 22, 2026 to May 21, 2027, not to exceed $4,000 (21.0-00000.0-91018-85000-6170-3220000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.
John Muir Water Main.pdf

12.r Approval of Professional Services Agreement, Flewelling & Moody, Design of Shade Structure, Playground Area, Walt Disney Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for Design of Shade Structure in the Playground Area at Walt Disney Elementary School, effective May 22, 2026 to May 21, 2027, not to exceed $30,000 (21.0-00000.0-91022-85000-6170-2010000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.
Disney Shade Structure.pdf

12.s Approval of Professional Services Agreement, DSK Architects, Architectural Services, Security Reconfiguration/ADA Upgrades, George Washington Elementary School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and DSK Architects for Architectural Services for Security Reconfiguration/ADA Upgrades at George Washington Elementary School, effective May 22, 2026 through May 21, 2027, not to exceed $315,480.00 (21.0-00000-0-00000-85000-6250-20160000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
5-21 PSA_Washington_DSK.pdf

12.t Approval of Additive Change Order No. 2 to Agreement with AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)
James Avery, Director of Information Technology and Education Support, recommends that the Board of Education approve additive change order No. 2 to the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed $6,126,590.53, (21.0-

00000.0-92000-85000-6249-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
Approval__Change_Order_2_AMS_2025_E-Rate_Network_and_Wireless_Infrastructure_Project_052126.pdf

12.u Approval of Award of Contract, Hellas - Tencate, CMAS 4-24-10-1011 Memorial Field Synthetic Turf Renovation, John Burroughs High School (Measure ABC Bond Fund)
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Hellas - Tencate for the CMAS 4-24-10-1011 Memorial Field Synthetic Turf Renovation at John Burroughs High School, effective May 22, 2026 through May 21, 2027, not to exceed $1,154,995.60 (21.0-00000.0-91017-85000-6170-4320000) Measure ABC Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD â€“ AR3314, as presented.
AOC_Hellas Tencate_Mem Field Synthetic Turf_JBHS_Measure ABC Bond Fund.pdf

12.v Approval of Award of Contract, Beynon Sports, CMAS 4-12-78-0063S Synthetic Track Resurfacing, Burbank High School (Growth Fund)
The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Beynon Sports for the CMAS 4-12-78-0063S Synthetic Track Resurfacing at Burbank High School, effective May 22, 2026 through May 21, 2027, not to exceed $463,687 (25.0-00000.0-91017-85000-6170-4310000) Growth Fund and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.
AOC_Beynon_Synthetic Track_BHS_Growth Fund.pdf

12.w Acceptance of Gifts
Oscar Macias, Interim Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors, as presented.
Gift Report 052126.pdf

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

13.a Approval of Minutes
Minutes 5.7.26 UNOFFICIAL AM.pdf

13.b 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 April 27, 2026, as presented.
2025-2026 PURCHASE ORDER REPORT.pdf

13.c Warrants Report - April 1, 2026 through April 30, 2026
For informational purposes, Administrative Services submits to the Board of Education the Warrants Report in the total amount of $7,432,134.46, for warrants issued April 1, 2026 through April 30, 2026, as presented.
Warrants Report - April 1, 2026 - April 30, 2026.pdf

13.d Miscellaneous Receipts Report - April 1, 2026 - April 30, 2026

For informational purposes, Administrative Services submits to the Board of Education the Miscellaneous Receipts Report in the total amount of $1,357,811.56, for receipts from April 1, 2026 through April 30, 2026, as presented.
Miscellaneous Receipt Report - April 1, 2026 - April 30, 2026.pdf

13.e Approval of Personnel Report Number 25-26-20
Human Resources Services, recommends that the Board of Education approve Personnel Report number 25-26-20, covering Certificated and Classified personnel, and consisting of Pages 1 to 11 inclusive, as presented.
Personnel Report 25-26-20.pdf

13.f Burbank High School Cheer Teams (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Cheer Teams (Overnight) Field Trip request to participate in the USA Cheer Camp in Pomona, CA from Thursday, July 16, 2026 through Sunday, July 19, 2026, as presented.
BHS Cheer Team Overnight Field Trip 5 21 26.pdf

13.g Approval of Amended Authorization of Signatures
Administrative Services recommends that the Board of Education approve the amended authorization of signatures, for the period of May 22, 2026 through June 30, 2026, as presented.
Amended Authorization Signatures 25-26 052126.pdf

13.h Approval of Software License and Maintenance Agreement with Smartetools, Inc. (General Fund)
Administrative Services recommends that the Board of Education approve the Software License and Maintenance Agreement between Burbank Unified School District and Smartetools, Inc. for financial software support services, not to exceed $64,000, (01.0-00000.0-00000-77000-5840-7470000) effective July 1, 2026, through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
SmarteFinance License Agreement 052126.pdf

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 960016948, total not to exceed $145,595, (01.0-65000.0-50010-36000-5813-7440000), 2025-2026 school year through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.
SPED Student 960016948 Settlement Agreement.pdf

13.j Approval of Agreement for Professional Services Provided by California State University Northridge for Special Education Students
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective 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 California State University Northridge.pdf

13.k Approval of Agreement for Professional Services Provided by Paradigm Healthcare 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 Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2026-2027 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed $120,000 ($80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, ($39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2026 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD AR 3314, as presented.

SPED Professional Services Paraidgm Healthcare.pdf

13.l Approval of Agreement for Professional Services Provided by Synthesis Behavior LLC for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Synthesis Behavior LLC for Special Education student 960045323, for a total not to exceed of $3,500 (01.0-65360.0-57602-11900-5850-7440000), effective May 22, 2026 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960045323 Synthesis Behavior LLC.pdf

13.mApproval of Agreement for Professional Services Provided by EverDriven Technologies, LLC F/K/A/ ALS Schools 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 EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2026, through June 30, 2027, not to exceed $75,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services EverDriven Technologies, LLC.pdf

13.n 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 5 21 26.pdf

13.o Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants 5 21 26.pdf

13.p Approval of Additive Change Order No.7, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

The Administrative Services Department recommends that the Board of Education approve additive change order No.7 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,613,938.33 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented
BHS Pool CO.pdf

13.q Approval of Additive Change Order No.1, GameTime C/O Great Western Recreation, Retrofit Play Structure, Playground, Joaquin Miller Elementary School (Growth Funds)
The Administrative Services Department recommends that the Board of Education approve additive change
order No.1 between Burbank Unified School District and GameTime C/O Great Western Recreation to
Retrofit the Play Structure in the Playground at Joaquin Miller Elementary School, not to exceed $27,354.67
(250-00000.0-91006-85000-6170-210-0000) Growth Funds, and that authority to sign the agreement be
exercised pursuant to BUSD - AR3314, as presented.

Note: The $9,373.72 increase, bringing the not to exceed to $27,354.67, is to add the following playground
equipment to the scope of work:
-Funnel Enclosure with Barrier
-Ridge Climber
-5 FT Leaning Wall Climber

The initial playground equipment is already in the process of shipping and couldnâ€™t be cancelled. The new
selected equipment is being added to the original scope but upon arrival, the initial items will be deducted
once returned.

In addition, 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. The new designs
will increase the number of play activities and will add to the play experience for TK students who will be
able to enjoy these new structures.
ADD CO1_Gametime_Miller Playground_RRM.pdf

13.r Approval of Agreement between Burbank Adult School and Telemedcore
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Adult School and Telemedcore effective immediately, 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 (2) 5 21 26.pdf

13.s Approval of Amended Memorandum of Understanding (MOU) between Burbank Unified

School District (Burbank Adult School) and 986 Pharmacy
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended Memorandum of Understanding (MOU) between Burbank Unified School District (Burbank Adult School) and 986 Pharmacy, as presented.
AMENDED BAS 986 Pharmacy 5 21 26.pdf

13.t Approval of University Agreement- Santa Clara University
Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and Santa Clara University, to provide educational experience for student teachers effective June 1, 2026 through until terminated five (5) years on July 31, 2031, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.
Approval of University Agreement- Santa Clara University.pdf

13.u Approval of Rental Agreement, Mike Brown Grandstands, Inc., Burbank High School (BHS Site Fund/Football Trust)
The Administrative Services Department recommends that the Board of Education approve a rental agreement between Burbank Unified School District and Mike Brown Grandstands, Inc., for temporary rental bleachers at Burbank High School, effective August 17, 2026 through October 19, 2026, not to exceed $9,000 (010-00000-0-11100-10000-4310-431-0000) BHS Site Fund/ (62500) Football Trust, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
AOC_Mike Brown Grandstand_ Bleacher Rental_BHS_Site funds.pdf

13.v Approval of Agreement, Boss Graphics, Mural Project, Building 7 Tower, John Burroughs High School (JBHS Gift Funds-PTSA)
The Administrative Services Department recommends that the Board of Education approve an agreement between Burbank Unified School District and Boss Graphics for the Mural Project at the Building 7 Tower at John Burroughs High School, effective May 22, 2026 through May 21, 2027, not to exceed $9,380 (010-90820-0-00000-85000-5890-432-0000) JBHS Gift Funds-PTSA, and that authority to sign the agreement be exercised pursuant to BUSD AR3314, as presented.
AOA_Boss Graphics_Mural Project bldg 7_JBHS_Gift funds.pdf

13.w Approval of Agreement for Professional Services, Webb Design (Cafeteria Fund)
Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Webb Foodservice Design to provide professional foodservice planning services in the amount of $15,000 effective May 22, 2026 (13.0-53100.0-00000-37000-5880-7490000) and that authority to sign the contract pursuant to BUSD AR 3314, as presented.
Webb Design Agreement 052126.pdf

13.x Approval of Award of Contract, Bid #2526-013 Chalmers Construction Services, Site Preparations for Two (2) Relocatable Classrooms, Mingay Burbank Adult School (Adult Education Fund)
The Administrative Services Department recommends that the Board of Education approves an Award of Contract between Burbank Unified School District and Chalmers Construction Services for Site Preparations for the Two (2) Relocatable Classrooms at the Mingay Burbank Adult School, effective May 22, 2026 through May 21, 2027, not to exceed $380,000.00, including reimbursables (11.0-00000.0-91008-85000-6170-5330000) Adult Education Fund,

and that the authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.
AOC Chalmers final.pdf

13.y John Burroughs High School Construction (Overnight) Field Trip
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Construction Design Build team (Overnight) Field Trip request to participate in the National Leadership and Skills Conference June 1, 2026 through Friday, June 5, 2026, as presented
JBHS Construction National Leadership and Skills Conference Overnight.pdf

14. REPORTS FROM BOARD MEMBERS

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

15. ADJOURNMENT

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Recognition of the 2026 Burbank Unified School District Teachers of the Year

---

Background
In 1972, California began recognizing outstanding teachers who provide an opportunity for fostering educator excellence. The purpose of the California Teachers of the Year Program is to honor the teaching profession and to heighten interest in teaching as a career. The program affords the opportunity to bring attention to teachers who successfully employ strategies to increase academic public attention to the positive aspects of our educational system.

Discussion/Issues
The District would like to recognize Heidi VanKooten, a Social Science Teacher from Luther Middle School as the 2026 Burbank Unified School District Teacher of the Year. In addition, the District would like to recognize the other 2026 Site Teachers of the Year. They are:

- Maria Carmen Turley- Disney ES
- Nida Ballesteros- Roosevelt ES
- Amy Walker- Emerson ES
- Jenny Timoney- Jefferson ES
- Kasey Knight- Providencia ES
- Joshua Fischbach- ILA
- Ken Rice- Muir MS
- Wayne Tipton- Huerta MS
- Shake Balian- Burroguhs HS
- Kathy Walker- McKinley ES
- Crystal Miron- Stevenson ES
- Kristina Lincoln- Washington ES
- Trevor Rapp- Monterey HS
- Andria Adams- Miller ES
- Jennifer Flores- Edison ES
- Heidi VanKooten- Luther MS
- Chris Bickelmann- Burbank HS
- Andrea Terell- Harte ES
- Susanna Bagdasarian- Burbank Adult

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education recognize the 2026 Burbank Unified School District Teachers of the Year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Recognition for the 2026 Burbank Unified School District Classified Employees of the Year

---

Background
In 1986, California Senate Bill 1552 established the third week of each May as Classified School Employee Week in order to recognize the vital contributions of classified employees. Senate Bill 1552 also established the Classified School Employees of the Year Program.

The purpose of the California Department of Education's Classified School Employees of the Year Program is to pay tribute to the tireless efforts of our State's outstanding classified school employees. From school bus drivers to cafeteria workers to instructional aides, these employees are unsung heroes who play key roles in creating a school environment that contributes to the whole child by promoting school student achievement, safety and health.

Discussion/Issues
The District would like to recognize, Addys Gonzalez, a School Office Manager at Disney Elementary School, as the 2026 Burbank Unified School District Classified Employee of the Year. In addition, the District would like to recognize the other 2026 Site and Department Classified Employees of the Year. They are:

- Teri Yee- Technology
- Gloria Solis- Providencia ES
- Marlene Farazdaghi- Miller ES
- Jodi Weinmuller- Jefferson ES
- Brenda Avalos- Harte ES
- Colleen Palacio- Stevenson ES
- Ilya Pumpian-Mindlin- Burbank Adult
- Sam Harris- Luther MS
- Lucia Hernandez- Edison ES
- Elias Uribe- Monterey HS
- Maria "Winnie" Cascolan- Burroughs HS
- Angie Guido Marquez- Muir MS
- Addys Gonzalez- Disney ES
- Amanda O'Neill- Roosevelt ES
- Glenda Diaz Nolasco- Instructional Services
- Mary Figueroa- Washington ES
- Jacqueline Velasquez- McKinley ES
- Jen Lurie- Huerta MS
- Lindo Bitto- Burbank HS
- Julie Hubbell-Emerson ES

Fiscal Impact
None

Recommendation
Human Resources Services, recommends that the Board of Education recognize the 2026 Burbank Unified School District Classified Employees of the Year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARE BY:	Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Report on Fiscal Crisis and Management Assistance Team (FCMAT) Fiscal Health Risk Analysis

---

Background:

The Fiscal Crisis and Management Assistance Team (FCMAT) is a state agency authorized under California Education Code to provide fiscal oversight and assistance to local educational agencies. As reflected in the previously approved study agreement, Burbank Unified School District was directed to participate in a Triggered Fiscal Health Risk Analysis to assess the District's overall fiscal condition and identify potential fiscal risk factors. Under that agreement, FCMAT's work included document review, interviews, limited fieldwork, preparation of a draft and final report, and, if applicable, presentation of the final report to the Board of Education. The agreement also provides that all final reports produced by FCMAT are public records and are published on the FCMAT website

Discussion/Issues:

FCMAT has completed its Fiscal Health Risk Analysis and is presenting its findings to the Board of Education as an informational item. According to the study agreement, FCMAT's Fiscal Health Risk Analysis framework is used to analyze fiscal health factors and identify a district's specific risk rating for fiscal insolvency. The agreement further provides that a board presentation may follow issuance of the final report depending on the Client's risk rating, with presentations made at a regularly scheduled board meeting mutually agreed upon by the parties or, if applicable, at the first regularly scheduled board meeting following issuance of the final report. Correspondence from FCMAT indicates the report was being finalized for presentation to the Board at the May 21, 2026 meeting.

Fiscal Impact:

This is an informational item only and does not result in a fiscal impact.

Recommendation:

Jason Hasty, Interim Superintendent of Business Services, will introduce a representative from Fiscal Crisis & Management Assistance Team (FCMAT), who will present the findings of the Fiscal Health Risk Analysis.

FCMAT

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

Burbank Unified School District

May 21, 2026

Presented by: Jennifer Nerat, CFE
Intervention Specialist

© Fiscal Crisis & Management Assistance Team

Agenda

- About Fiscal Crisis and Management Assistance Team (FCMAT)
- Fiscal Oversight
- Lack of Going Concern Designation
- FCMAT's Fiscal Health Risk Analysis (FHRA)
- Indicators of Risk or Potential Insolvency
- Burbank Unified School District (BUSD) FHRA Results
- BUSD Current Conditions
- Next Steps for BUSD

About FCMAT

- The Fiscal Crisis and Management Assistance Team (FCMAT) was created by the California Legislature* to help California's transitional kindergarten through grade 14 (TK-14) local educational agencies (LEAs) avoid fiscal insolvency.
- FCMAT is an external, independent state agency.
- FCMAT provides management assistance, fiscal crisis intervention and other services to LEAs.

*FCMAT was established under Assembly Bill (AB) 1200 (Chapter 1213, Statutes of 1991).

Fiscal Oversight

- Assembly Bill 1200 is landmark legislation that strengthened fiscal oversight of schools by:
  - Establishing a comprehensive, statewide framework to improve local fiscal procedures and accountability standards.
  - Promoting collaboration between county superintendents and school districts to ensure fiscal stability.
- **The first level of fiscal oversight rests with each school district's elected governing board, which is solely responsible for the district's financial stability.**
- County superintendents provide a secondary layer of oversight, ensuring that school districts within their counties maintain sound financial operations. They also serve as an intermediary between the state and local school districts.

Tone is Set at the Top

- Ethical leadership is the first and most important element of school district financial success.
- Leaders must exhibit the characteristics they hope to see in their staff.
- Integrity and ethics shape the entire district.
- Leadership – good or bad – is emulated at all levels and becomes the expectation and organizational standard.
- Effective communication contributes to a shared vision.

Roles and Responsibilities

- The board has a fiduciary responsibility to protect the school district's financial health, which includes ensuring a balanced budget and maintaining adequate reserves.
- The district's administration is responsible for maintaining the integrity of district systems, securing assets, and ensuring the board receives accurate and reliable information to support informed decision-making that protects the district's fiscal solvency.

Lack of Going Concern Designation

- The Los Angeles County Superintendent of Schools “determined that a significant fiscal event exists that poses an immediate and severe financial impact, potentially impairing the District’s ability to meet its financial obligations in the current or two subsequent fiscal years.”
  - The designation was based on district leadership vacancies in key roles that affect fiscal leadership stability, as well as current and recent investigations involving facility-related expenditures, conflicts of interest and contract approvals, and payroll accounting internal controls.
- The designation triggered FCMAT’s engagement with the district to assess its risk of fiscal insolvency.

FCMAT's Fiscal Health Risk Analysis

- In March 2026, the district and FCMAT entered into a study agreement which stated that FCMAT shall:

  Prepare an analysis using the 20 factors in FCMAT's Fiscal Health Risk Analysis (FHRA) and identify the district's risk rating for fiscal insolvency.

- The district's 2025-26 first interim report was used as the financial reporting period for FCMAT's analysis.
- FCMAT interviewed district staff on March 2-3, 2026.
- FCMAT's reports focus on **systems and processes** that may need improvement in 20 key operational areas.

Indicators of Risk or Potential Insolvency

The FHRA evaluates the following 20 key areas that FCMAT has identified as most commonly leading to fiscal insolvency:

- Inattention to annual independent audit.
- Inadequate budget development and adoption.
- Insufficient budget monitoring and updates.
- Inadequate cash management.
- Unmonitored charter schools.
- Mismanaged collective bargaining agreements.
- Increasing or uncontrolled contributions and transfers.
- Continuing deficit spending (unrestricted general fund).
- Mismanaged employee benefits.
- Inattention to enrollment and attendance.

Indicators of Risk or Potential Insolvency (cont.)

- Inattention to facilities.
- Inadequate fund balance and reserve for economic uncertainty.
- Mismanaged general fund (current year).
- Nonintegrated information systems and data management.
- Ineffective internal controls and fraud prevention.
- Weakness in leadership and stability.
- Inadequate multiyear projections.
- Inattention to non-voter-approved debt and risk management.
- Lack of position control.
- Unmonitored special education.

Refer to FCMAT Indicators of Risk and Potential Insolvency for details.

Burbank USD FHRA Results

- FCMAT's analysis identified the district as **high risk for fiscal insolvency**, with a risk score of **37.4%**.
- FCMAT identified the following functional areas as priorities for improvement:
  - **Leadership and Stability:** The board lacks proper training in governance and finance. In addition, the district has had an interim superintendent since July 2025, and the chief business official position is vacant.
  - **Deficit spending**: The district has experienced deficit spending since 2024-25, and deficits are projected to continue:
    - 2024-25: -$3.8 million.
    - 2025-26: -$7.0 million.
    - 2026-27: -$8.5 million.
    - 2027-28: -$9.1 million.

Burbank USD FHRA Results (cont.)

- FCMAT also identified other key areas of fiscal concern, including:
  - **Fund balance and reserves for economic uncertainty:** Prolonged deficit spending is projected to reduce the unrestricted fund balance to $9.5 million in 2027-28, which is the minimum 3% reserve requirement.
  - **Internal controls:** The district lacks an established process for collecting and investigating reports of potential fraud. FCMAT also identified weaknesses in financial system access controls and a lack of segregation of duties for key business functions, including payroll.
  - **Position control:** Weaknesses include human resources and business services maintaining separate, nonintegrated records, a lack of regular data reconciliation, and no regular meetings among budget, payroll, and human resources staff.

Summary of Current Conditions

- The district recently adopted a second interim fiscal solvency plan with $6.0 million in expenditure reductions in 2026-27.
- The district's board certified its 2025-26 second interim report as positive.
- An additional $3.2 million in necessary budget reductions for 2027-28 remain unidentified.
- The district's board approved a four-year employment agreement with a newly selected superintendent effective July 1, 2025.

Next Steps for Burbank USD

- The board must implement all elements of its March 5, 2026 Fiscal Solvency Plan and identify further budget solutions for 2027-28.
- District leaders must work collaboratively with staff, the county superintendent, and its fiscal expert.
- The district should use its FCMAT FHRA report to prioritize and address systems and processes in need of improvement.

Questions?

Thank you!

FCMAT

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

Fiscal Health Risk Analysis

May 12, 2026

Burbank Unified School District

Michael H. Fine
Chief Executive Officer

FCMAT FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

May 12, 2026

Oscar Macias, Ed.D., Interim Superintendent
Burbank Unified School District
1900 W. Olive Ave.
Burbank, CA 91506

Dear Interim Superintendent Macias:

In March 2026, the Burbank Unified School District and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement for FCMAT to conduct a FCMAT Fiscal Health Risk Analysis of the district.

The agreement stated that FCMAT would perform the following:

1. Prepare an analysis using the 20 factors in FCMAT's Fiscal Health Risk Analysis (FHRA) and identify the Client's specific risk rating for fiscal insolvency.

This final report contains the fiscal health risk analysis report with the study team's findings and recommendations.

FCMAT appreciates the opportunity to assist the Burbank Unified School District and extends thanks to all the staff for their assistance during fieldwork.

Sincerely,

Michael H. Fine
Chief Executive Officer

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About FCMAT

Purpose and Services

FCMAT was created by the California Legislature to help California's transitional kindergarten through grade 14 (TK-14) local educational agencies (LEAs) avoid fiscal insolvency. Today, FCMAT helps LEAs identify, prevent and resolve financial, management, program, data, and oversight challenges; provides professional learning; produces and provides software, checklists, manuals and other tools; and offers other related school business and data services.

FCMAT may be asked to provide fiscal crisis or management assistance by a school district, charter school, community college, county superintendent of schools, the state superintendent of public instruction, or the Legislature.

When FCMAT is asked for help with management assistance or a fiscal crisis, FCMAT management and staff work closely with the requesting LEA to meet their needs. Often this means conducting a formal study using a FCMAT study team that coordinates with the LEA for on-site fieldwork to evaluate specified operational areas and subsequently produces a written report with findings and recommendations for improvement.

For more immediate needs in a specific area, FCMAT offers short-term technical assistance from a FCMAT staff member with the required expertise.

To help meet the need for qualified chief business officials (CBOs) in LEAs, FCMAT offers four different CBO training and mentoring programs that consist of 11 or 12 diverse two-day training sessions over the course of a full year.

For agencies with professional learning needs, FCMAT offers workshops on specific topics. Popular topics include associated student body operations, use of FCMAT's Projection-Pro online financial forecasting software, use of FCMAT's Local Control Funding Formula (LCFF) Calculator, and data reporting for the California Longitudinal Pupil Achievement Data System (CALPADS). FCMAT staff and management also frequently make presentations at various professional conferences.

The California School Information Services (CSIS) service of FCMAT helps the California Department of Education (CDE) operate CALPADS; helps LEAs learn about CALPADS, resolve data issues and meet reporting requirements; and provides LEAs with training and leadership in data management. CSIS also developed and continues to host and improve the Standardized Account Code Structure (SACS) web-based financial reporting system for all California LEAs, and provides ed-data.org, which gives educators, policymakers, the Legislature, parents and the public quick access to timely and comprehensive data about TK-12 education in California.

Since it was formed, FCMAT has provided LEAs with the types of help described above on more than 2,000 occasions.

FCMAT's administrative agent is the Kern County Superintendent of Schools. FCMAT is led by Michael H. Fine, Chief Executive Officer, and is funded by appropriations in the state budget and modest fees to requesting agencies.

Workshop schedules, manuals, presentation slide decks, Projection-Pro software, LCFF calculators, past reports, an online help desk, and many other resources are available for download or use at no charge on FCMAT's website.

History

FCMAT was created by Assembly Bill 1200 (Chapter 1213, Statutes of 1991) and Education Code 42127.8. Assembly Bill 107 (Chapter 282, Statutes of 1997) added Education Code 49080, which charged FCMAT with responsibility for CSIS and its statewide data management work, and Assembly Bill 1115 (Chapter 78, Statutes of 1999) codified CSIS' mission.

Assembly Bill 1200 created a statewide plan for county offices of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (Chapter 52, Statutes of 2004) gave FCMAT specific responsibilities for districts that have received emergency state loans.

In January 2006, Senate Bill 430 (Chapter 357, Statutes of 2005) amended Education Code 42127.8, and Assembly Bill 1366 (Chapter 360, Statutes of 2005) amended Education Codes 42127.8 and 84041. These new laws expanded FCMAT's services to include charter schools and community colleges, respectively.

Assembly Bill 1840 (Chapter 426, Statutes of 2018) changed how fiscally insolvent districts are administered once an emergency appropriation has been made, shifting oversight responsibilities from the state to the local county superintendent to be more consistent with the principles of local control, and giving FCMAT new responsibilities associated with the process.

Introduction

Background

The Burbank Unified School District serves approximately 14,168 students in transitional kindergarten through grade 12 (TK-12) in the community of Burbank in Los Angeles County, California. The district is governed by a five-member elected board of trustees and consists of 11 TK-5 elementary schools, three middle schools, two comprehensive high schools, and one continuation school. In 2024-25, the most recent year for which data is available from the California Department of Education (CDE), 32.7% of district students were socioeconomically disadvantaged, 12.6% were English learners, and the unduplicated pupil percentage – which includes students who are English learners, foster youth, and those eligible for free or reduced-price meals – was 38.06%.

The district's 2025-26 first interim financial report projects deficit spending of $7.0 million in the unrestricted general fund in 2025-26 and continued deficit spending of $8.5 million and $9.1 million in 2026-27 and 2027-28, respectively.

In January 2026, the Los Angeles County superintendent of schools designated the district as a lack of going concern under Education Code 42127.6 because of prolonged vacancies in key leadership positions, which creates a risk that the district may not be able to meet its financial obligations in the current or two subsequent years. The vacancies are in the following key leadership positions:

- Superintendent
- Chief Administrative Officer
- Assistant Superintendent, Business Services
- Assistant Superintendent, Human Resources
- Payroll Supervisor

Additionally, the county superintendent has concerns about investigations of the district, including a recent investigation into facility-related expenditures, a pending Los Angeles County District Attorney's Office investigation of conflicts of interest and contract approvals, and a pending FCMAT review of internal controls for payroll.

Because of the lack of going concern designation, the county superintendent appointed a fiscal expert effective January 1, 2026. The fiscal expert has the following duties:

- Assess the district's financial position.
- Work collaboratively with district leaders and the budget advisory committee to develop and implement a fiscal solvency plan.
- Assess the financial implications of any tentative or pending collective bargaining agreements.
- Assess the district's budget development and monitoring process.
- Participate in closed sessions to ensure that board actions align with the fiscal solvency plan.

FCMAT performed a fiscal health risk analysis to determine the district's level of risk of insolvency, using financial data from the district's 2025-26 first interim report as the basis for the analysis.

Fiscal Health Risk Analysis Guidelines

FCMAT entered into a study agreement with the Burbank Unified School District on March 2, 2026, and a study team conducted interviews on March 2-3, 2026, to collect data and review documents. After the interviews, the study team continued to analyze the gathered documents and data. This report summarizes the team's findings and conclusions from those activities.

FCMAT's reports focus on systems and processes that may need improvement. Those that may be functioning well are generally not commented on in FCMAT's reports. In writing its reports, FCMAT uses the Associated Press Stylebook and its own short internal style guide, which emphasize plain language, capitalize relatively few terms, and strive for conciseness, clarity and simplicity.

FCMAT relies on publicly available, authoritative data sources and provides direct links to sources where appropriate; however, sources sometimes differ in the data they provide, or their data may be revised over time due to various factors. FCMAT always strives to use the most accurate data available at the time of reporting.

Study Team

The team was composed of the following members:

Jennifer Nerat, CFE
Intervention Specialist

Andrea Ward, CFE
Intervention Specialist

John Lotze
FCMAT Technical Writer

Each team member reviewed the draft report to confirm its accuracy and to achieve consensus on the analysis.

Fiscal Health Risk Analysis
For TK-12 School Districts

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

Date(s) of fieldwork: March 2-3, 2026

School District: Burbank Unified School District

Summary

The Burbank Unified School District has experienced significant turnover of key staff at the executive cabinet level over the last year. At the time of fieldwork, the interim superintendent had been serving in the role since July 2025; the chief business officer position was vacant, with a consultant serving in the role; and the assistant superintendent, human resources position was vacant. The instability of leadership has led to additional turnover of staff in the business and human resources departments, creating a vacancy in the fiscal services director position that occurred immediately prior to FCMAT's engagement with the district. The district's administration is responsible for maintaining the integrity of district systems, securing assets, and ensuring that the board receives accurate and reliable information to support informed decision-making that protects the district's fiscal solvency. Gaps in leadership can result in systemic weaknesses that place the district at risk for fiscal distress.

The district's tone is set at the top by the governing board. Ethical leadership is the first and most important element of school district financial success. Leaders must exhibit the characteristics they hope to engender in their staff. Each board has a fiduciary responsibility to protect the school district's financial health, which includes ensuring a balanced budget and maintaining adequate reserves. However, the district's board lacks a cohesive approach to budget and governance training, which is essential for supporting the performance of its fiduciary duty. All board members should receive governance and budget training at least every two years; however, board members' attendance at such trainings is inconsistent. Interviews with staff revealed that staff responsible for budget management also lack training.

Of the 20 functional areas reviewed, the following pose the highest risk to the district and should be the main focus for improvement:

- Leadership and Stability.
- Deficit Spending.
- Fund Balance and Reserves for Economic Uncertainties.
- Internal Controls and Fraud Prevention.
- Position Control.

The district's 2025-26 first interim financial report projects deficit spending of $7.0 million in the unrestricted general fund in 2025-26, $8.5 million in 2026-27, and $9.1 million 2027-28. On December 11, 2025, the board approved a fiscal stabilization plan required by the county superintendent, which was based on the 2025-26 adopted budget. The board subsequently approved a second interim fiscal stabilization plan on March 5, 2026, which outlines $6 million in expenditure reductions beginning in 2026-27; however, the plan has not been implemented yet. If the district does not follow through with budget reductions, it will be unable to meet its minimum required reserve of 3% in 2026-27 and 2027-28.

A good system of internal controls safeguards district assets, improves data quality, and helps produce timely financial reports to support effective decision making. One major protection the district lacks is a method to collect and investigate reports of potential fraud. Having an established process for these func-

tions helps minimize the impact of fraud by revealing and resolving issues in a timely manner. Another protection the district should review is documenting and training staff on the segregation of duties. Separate staff should be assigned to tasks related to authorization, custody and recordkeeping for key business functions, including payroll. Additionally, the district needs to review the process it uses to terminate an individual's access to sensitive information systems. The district has a process to terminate an employee's access to its financial systems after a change in employment; however, FCMAT found that access had not been removed for an employee who had left the district two months before.

Position control is the system a district uses to track every authorized position, including its funding source, salary, benefits, and employment status. Accurate position control ensures that payroll and budget data match, prevents overspending budgets, and supports reliable budget development and financial decision-making. When position control is inaccurate or incomplete, payroll pulls incorrect data, which can lead to overpayments, underpayments, misallocated costs, and unreliable financial reporting. Because of transitions in key business and human resources positions, the district has not completed a comprehensive review and reconciliation between budget, payroll (in the Business Services Department) and human resources data, nor do the departments meet regularly to discuss issues and improve processes. This is a significant weakness, especially since budget, payroll and human resources each maintain their own independent position control systems.

Further details on these issues can be found in their respective sections in the report.

Subsequent Events

At the March 5, 2026, board meeting, the board adopted a resolution to eliminate or reduce classified positions, and a resolution to decrease the number of certificated positions due to a reduction in particular kinds of services. The board also approved the district's 2025-26 second interim fiscal solvency plan, which includes proposed ongoing reductions of $6.0 million in the general fund beginning in 2026-27 in alignment with the resolutions that eliminate and/or reduce positions. These ongoing reductions were incorporated into the district's 2025-26 second interim financial report which the board certified as positive. The second interim report assumes additional but unidentified reductions totaling $3.2 million in 2027-28 to maintain at least the minimum 3% required reserve in the current and two subsequent years.

At the March 26, 2026, board meeting, the board approved a four-year employment agreement with Thomas McCoy, Ed.D., who will serve as the district's superintendent effective July 1, 2026.

District Fiscal Solvency Risk Level: High

About the Analysis

The Fiscal Crisis and Management Assistance Team (FCMAT) developed the Fiscal Health Risk Analysis (FHRA) to help evaluate a school district's fiscal health and risk of insolvency in the current and two subsequent fiscal years.

The FHRA consists of 20 sections, each including specific questions related to essential functions and processes. These sections and questions are based on FCMAT's extensive work since the inception of Assembly Bill 1200 in 1991 and represent common indicators of fiscal risk or potential insolvency observed in school districts that have neared insolvency and required external assistance. Each analysis section affects fiscal stability, and neglecting any of these areas will ultimately lead to the district's fiscal failure. The analysis aims to determine the district's level of risk at the time of evaluation.

A higher number of "No" responses in the analysis indicates an increased risk of insolvency or other fiscal issues for the district. Not all sections or questions carry equal weight; some areas pose a higher risk and thus have a greater impact on the district's fiscal stability. To help the district, narratives are provided for each "No" response, explaining the reasoning behind the response and outlining the actions needed to achieve a "Yes" in the future.

Identifying issues early is the key to maintaining fiscal health. Diligent planning allows school districts to better understand their financial objectives and implement strategies that sustain fiscal efficiency and long-term solvency. School districts should consider completing the FHRA annually to assess their fiscal health and track their progress.

Areas of High Risk

The following sections on this page and the next repeat certain questions and answers found in the "Fiscal Health Risk Analysis Questions" section later in this report. These sections identify conditions that create a significant risk of fiscal insolvency. A "No" response to any of these questions will supersede all other scoring and elevate the district's overall risk level.

Budget and Fiscal Status: Is the district currently *without* the following?

	Yes	No
Disapproved budget	✓	☐
Negative interim report certification	✓	☐
Three consecutive qualified interim report certifications	✓	☐
Downgrade of an interim certification by the county superintendent	✓	☐
"Lack of going concern" designation.	☐	✓

Material Weakness Questions

		Yes	No	N/A
2.5	**Has the district's budget been approved unconditionally by September 15th by the county superintendent of schools in the current and two prior fiscal years**	✓	☐	☐
3.4	**Following board approval of collective bargaining agreements, does the district make necessary budget revisions in the financial system to reflect settlement costs in accordance with EC 42142?**	✓	☐	☐

3.6	**Has the district addressed any deficiencies the county superintendent of schools has identified in its oversight letters to the district in the most recent and two prior fiscal years?**	✓	☐	☐
4.3	**Does the district forecast its general fund cash flow for the current and subsequent year and update it as needed to ensure cash flow needs are known?**	✓	☐	☐
4.4	**If the district's cash flow forecast shows insufficient cash in its general fund to support its current and projected obligations, does the district have a reasonable plan to meet its cash flow needs for the current and subsequent year?**	☐	☐	✓
5.2	**Has the district fulfilled, and does it have evidence showing fulfillment of, its oversight responsibilities in accordance with EC 47604.32?**	☐	☐	✓
5.3	**Are all charters authorized by the district going concerns and not in fiscal distress?**	☐	☐	✓
6.3	**Does the district accurately quantify the effects of collective bargaining agreements and include complete disclosure documents that show the impact on its budget and multiyear projections?**	✓	☐	☐
6.4	**Based on the presettlement analysis, did the district identify related costs or savings, and did it identify ongoing revenue sources or expenditure reductions to support the agreement in the current and subsequent years?**	☐	✓	☐
7.2	**If the district has deficit spending in funds other than the general fund, has it included in its multiyear projection sufficient transfers from the unrestricted general fund to cover any projected negative fund balance?**	☐	✓	☐
8.3	**If the district has deficit spending in the current or two subsequent fiscal years, has the board approved and implemented a plan to reduce and/or eliminate deficit spending to ensure fiscal solvency?**	☐	✓	☐
10.5	**Are the district's enrollment projections and assumptions based on historical data, industry-standard methods, and other reasonable factors?**	☐	✓	☐
11.2	**Does the district have sufficient and available resources to cover all contracted obligations for capital facilities projects?**	✓	☐	☐
12.1	**Is the district able to maintain the minimum reserve for economic uncertainties in the current year (including Fund 01 and Fund 17) as defined by the State Standards and Criteria for Fiscal Solvency?**	✓	☐	☐
12.2	**Is the district able to maintain the minimum reserve for economic uncertainties in the two subsequent years?**	✓	☐	☐
12.3	**If the district is not able to maintain the minimum reserve for economic uncertainties, does the district's multiyear projection include a board-approved plan to restore the reserve?**	☐	☐	✓
19.1	**Does the district account for all positions and costs (including substitutes, overtime, stipends, and employer-paid benefits) in position control?**	☐	✓	☐

Score Breakdown by Section

Because the score is not calculated by category, category values provided are subject to minor rounding and are provided for information only.

1.	Annual Independent Audit Report	0.2%
2.	Budget Development and Adoption	0.8%
3.	Budget Monitoring and Updates	3.0%
4.	Cash Management	0.0%
5.	Charter Schools	0.0%
6.	Collective Bargaining Agreements	4.2%
7.	Contributions and Transfers	2.0%
8.	Deficit Spending (Unrestricted General Fund)	3.6%
9.	Employee Benefits	1.2%
10.	Enrollment and Attendance	2.6%
11.	Facilities	0.4%
12.	Fund Balance and Reserve for Economic Uncertainty	1.0%
13.	General Fund - Current Year	2.4%
14.	Information Systems and Data Management	2.2%
15.	Internal Controls and Fraud Prevention	5.4%
16.	Leadership and Stability	3.6%
17.	Multiyear Projections	0.0%
18.	Non-Voter-Approved Debt and Risk Management	0.0%
19.	Position Control	4.0%
20.	Special Education	0.7%
Score		**37.4%**

Fiscal Health Risk Analysis Questions

1. Annual Independent Audit Report

		Yes	No	N/A
1.1	Has the district recorded findings from the most recent and prior two years' audits without negatively affecting its fiscal health?	✓	☐	☐
1.2	Has the audit report for the most recent fiscal year been completed and presented to the board within the statutory timeline per Education Code (EC) 41020?	☐	✓	☐

The 2024-25 audit report was presented to the board on February 5, 2026, five days after the January 31 deadline specified in EC 41020.3.

1.3	Were the district's most recent and prior two audit reports free of findings of material weakness?	✓	☐	☐
1.4	Has the district corrected all audit findings from the most recent and prior two audits?	✓	☐	☐

2. Budget Development and Adoption

		Yes	No	N/A
2.1	Does the district develop and use written budget assumptions and multiyear projections that are reasonable, are aligned with the county superintendent of schools' instructions, and have been clearly articulated?	✓	☐	☐
2.2	Does the district use a budget development method other than a prior-year rollover budget and if so, does that method include tasks such as reviewing prior year estimated actuals by major object code and removing one-time revenues and expenses?	✓	☐	☐
2.3	Does the district use position control data for budget development?	✓	☐	☐
2.4	Does the district calculate its Local Control Funding Formula (LCFF) revenue correctly?	✓	☐	☐
2.5	Has the district's budget been approved unconditionally by September 15th by the county superintendent of schools in the current and two prior fiscal years?	✓	☐	☐
2.6	Does the budget development process include input from staff, administrators, the governing board, the community, and the budget advisory committee (if there is one)?	✓	☐	☐
2.7	Does the district budget and expend restricted funds before unrestricted funds?	✓	☐	☐
2.8	Have the district's Local Control and Accountability Plan (LCAP) and budget been adopted within the statutory timelines established by EC 42103 and filed with the county superintendent of schools no later than five days after adoption or by July 1, whichever occurs first, for the current and prior fiscal year?	✓	☐	☐
2.9	Has the district refrained from including carryover funds in its adopted budget?	✓	☐	☐
2.10	Other than objects in the 5700s and 7300s, does the district avoid using negative expense or contra expenditure accounts in its budget?	✓	☐	☐
2.11	Does the district have and follow a documented standard procedure for evaluating both the proposed acceptance of grants and other restricted funds and the potential multiyear impact on the district's unrestricted general fund?	☐	✓	☐

Staff indicated that the district has no documented, standard procedure for evaluating and accepting grants.

		Yes	No	N/A
2.12	**Does the district adhere to a budget calendar that includes statutory due dates, major budget development tasks and deadlines, and the staff members and departments responsible for completing them?**	☐	✓	☐

The district does not have or use a budget calendar that indicates statutory due dates, major budget development tasks and deadlines, and the staff members and departments responsible for completing them.

3. Budget Monitoring and Updates

		Yes	No	N/A
3.1	**Are actual revenues and expenses consistent with the most current budget?**	✓	☐	☐
3.2	**Are budget revisions posted in the financial system at each interim reporting period, at a minimum?**	☐	✓	☐

Restricted federal categorical program allocations were not updated from the estimated allocations in the 2025-26 adopted budget to align with the California Department of Education (CDE) allocation exhibits available at the 2025-26 first interim reporting period.

3.3	**Are clearly written and articulated budget assumptions that support budget revisions communicated to the board at each interim reporting period, at a minimum?**	✓	☐	☐
3.4	**Following board approval of collective bargaining agreements, does the district make necessary budget revisions in the financial system to reflect settlement costs in accordance with EC 42142?**	✓	☐	☐
3.5	**Do the district's responses fully explain the variances identified in the SACS Criteria and Standards Review form?**	✓	☐	☐
3.6	**Has the district addressed any deficiencies the county superintendent of schools has identified in its oversight letters to the district in the most recent and two prior fiscal years?**	✓	☐	☐
3.7	**Does the district prohibit processing of requisitions or purchase orders when the budget is insufficient to support the expenditure?**	✓	☐	☐
3.8	**Does the district encumber funds for salaries and benefits and adjust those encumbrances as needed?**	☐	✓	☐

The district did not provide FCMAT with detailed financial system reports; however, the financial system reports provided to FCMAT by the Los Angeles County Office of Education included no indication that salaries and benefits are encumbered.

3.9	**For the most recent and two prior fiscal years, have the district's interim financial reports and unaudited actuals been adopted and filed with the county superintendent of schools within the timelines established in Education Code?**	☐	✓	☐

Education Code 42130 requires first interim reports to be approved by a district's board no later than December 15 of each year. The district's 2023-24 first interim report was approved by the board on December 19, 2023, and the 2024-25 first interim report was approved by the board on December 16, 2024.

4. Cash Management

		Yes	No	N/A
4.1	Are accounts held by the county treasurer reconciled with the district's and county office of education's (COE) reports monthly?	✓	☐	☐
4.2	Does the district reconcile all bank (cash and cash equivalent) accounts with each statement in a timely manner?	✓	☐	☐
4.3	Does the district forecast its general fund cash flow for the current and subsequent year and update it as needed to ensure cash flow needs are known?	✓	☐	☐
4.4	If the district's cash flow forecast shows insufficient cash in its general fund to support its current and projected obligations, does the district have a reasonable plan to meet its cash flow needs for the current and subsequent year?	☐	☐	✓
4.5	Does the district have sufficient cash resources in its other funds to support its current and projected obligations in those funds?.	✓	☐	☐
4.6	If the district uses interfund borrowing, is it complying with EC 42603?	☐	☐	✓
4.7	If the district is managing cash in any fund(s) through external borrowing, does the district's cash flow projection include repayment based on the terms of the loan agreement?	☐	☐	✓

5. Charter Schools

		Yes	No	N/A
5.1	Does the district have a board policy, memorandum of understanding (MOU), or other written document(s) regarding charter oversight?	✓	☐	☐
5.2	Has the district fulfilled, and does it have evidence showing fulfillment of, its oversight responsibilities in accordance with EC 47604.32?	☐	☐	✓
5.3	Are all charters authorized by the district going concerns and not in fiscal distress?	☐	☐	✓
5.4	Has the district identified specific employees in its various departments (e.g., human resources, business, instructional, and others) to be responsible for oversight of all approved charter schools?	☐	☐	✓
5.5	Does the district monitor charter school audits for timeliness, completeness, and exceptions?	☐	☐	✓

6. Collective Bargaining Agreements

		Yes	No	N/A
6.1	Has the district settled with all its bargaining units for the past two fiscal years?	✓	☐	☐
6.2	Has the district settled with all its bargaining units for the current year?.	☐	✓	☐

At the time of fieldwork, the district had not settled with either the Burbank Teachers Association (BTA) or the California School Employees Association (CSEA) for 2025-26.

6.3	**Does the district accurately quantify the effects of collective bargaining agreements and include complete disclosure documents that show the impact on its budget and multiyear projections?**	✓	☐	☐
6.4	**Based on the presettlement analysis, did the district identify related costs or savings, and did it identify ongoing revenue sources or expenditure reductions to support the agreement in the current and subsequent years?**	☐	✓	☐

In the public disclosure of collective bargaining with the CSEA that was attached to the May 1, 2025, adopted governing board minutes, the district disclosed that the agreement's costs were ongoing and would increase deficit spending in the unrestricted general fund beginning in 2025-26. It further disclosed that it would temporarily freeze position vacancies to ensure it had sufficient funds to meet the legally-required minimum reserve amount after implementing the agreement.

6.5	**In the current and prior two fiscal years, has the total cost of the district's bargaining agreement settlements, including step-and-column increases, been at or under the funded cost-of-living adjustment (COLA)?**	✓	☐	☐
6.6	**If settlements have not been reached in the past two years, has the district identified resources to cover the costs of the district's proposal(s)?**	☐	☐	✓
6.7	**Did the district comply with public disclosure requirements under Government Codes 3540.2 and 3547.5, and EC 42142?**	☐	✓	☐

Government Code 3547.5(b) requires the superintendent and chief business official to certify in writing that the district can afford the costs incurred under the tentative collective bargaining agreement. A review of the documents attached to the May 1, 2025, adopted governing board minutes revealed that neither the superintendent nor the chief business official (CBO) provided this certification for the 2024-25 agreement with the CSEA.

6.8	**Did the superintendent and CBO certify the public disclosure of collective bargaining agreement before board approval?**	☐	✓	☐

As indicated in item 6.7, neither the superintendent nor the CBO certified the 2024-25 agreement with the CSEA.

6.9	**Is the governing board's action consistent with the superintendent's and CBO's certification?**	☐	✓	☐

As indicated in items 6.7 and 6.8, there was no certification of the agreement the board ratified, so the two actions were not consistent with one another.

7. Contributions and Transfers

		Yes	No	N/A
7.1	**Does the district have an active, board-approved plan to eliminate, reduce or control any contributions/transfers from its unrestricted general fund to other restricted programs and funds?**	☐	✓	☐

The district lacks a board-approved plan to eliminate, reduce, or control contributions or transfers from the unrestricted general fund. The district's 2025-26 first interim financial report projects that contributions to restricted resources will be $51.8 million in the current fiscal year. Table 1 shows the projected contributions from the unrestricted general fund to restricted programs.

Table 1: Projected General Fund Contributions to Restricted Programs, 2025-26

Restricted Program (Resource)	Contribution
Title I (R3010)	$493,082
Elementary and Secondary School Emergency Relief (ESSER) III (R3213)	$19,355
Perkins V Career Technical Education (R3550)	$4,804
Title II (R4035)	$73,549
Title IV (R4127)	$198,534
Title III (R4201)	$64,371
Title III English Learner (R4203)	$117,593
Student Support and Professional Development Discretionary Block Grant (R6019)	$271,228
Educator Effectiveness (R6266)	$1,236,125
California Partnership Academies (6385)	$38,732
Career Technical Education Incentive Grant (R6387)	$273,477
Strong Workforce Program (R6388)	$753,551
Special Education (R6500)	$38,868,901
Arts, Music, Instructional Materials Disc. Block Grant (6762)	$109,874
Arts & Music in School Prop 28 (R6770)	$2,096,263
Classified School Employee Summer Assistance (R7415)	$2,131
Other Restricted State (R7810)	$16,029
Routine Restricted Maintenance (R8150)	$7,201,685
Miscellaneous minor program contributions (R5310, R5634, R6053, R7032)	$11
TOTAL	**$51,839,295**

7.2 **If the district has deficit spending in funds other than the general fund, has it included in its multiyear projection sufficient transfers from the unrestricted general fund to cover any projected negative fund balance?.** . . . . . ☐ ✓ ☐

The district's 2025-26 first interim report projects that Fund 14 (Deferred Maintenance Fund) will have an ending balance of negative $40,510 in 2025-26, and no transfer has been included to cover this.

7.3 **If any contributions or transfers were required for restricted programs and/or other funds in either of the two prior fiscal years, and there is a need in the current year, did the district budget for them at reasonable levels?** . . . . . ✓ ☐ ☐

8. Deficit Spending (Unrestricted General Fund)

		Yes	No	N/A
8.1	**Is the district avoiding deficit spending in the current fiscal year?**	☐	✓	☐
	The district's 2025-26 first interim report projects deficit spending of $7.0 million in the unrestricted general fund in 2025-26.			
8.2	**Is the district projected to avoid deficit spending in both of the two subsequent fiscal years?**	☐	✓	☐
	The district's 2025-26 first interim report projects deficit spending of $8.5 million in the unrestricted general fund in 2026-27 and $9.1 million in 2027-28.			
8.3	**If the district has deficit spending in the current or two subsequent fiscal years, has the board approved and implemented a plan to reduce and/or eliminate deficit spending to ensure fiscal solvency?**	☐	✓	☐
	On December 11, 2025, the board approved a fiscal stabilization plan required by the county superintendent and based on the 2025-26 adopted budget. On March 5, 2026, the board approved a second interim fiscal stabilization plan that outlines $6.0 million in expenditure reductions beginning in 2026-27; however, the plan has not been implemented yet.			
8.4	**Has the district decreased deficit spending over the past two fiscal years and is there evidence of this in its unaudited actuals reports?**	☐	✓	☐
	The district had a surplus of $5.1 million in 2023-24 and deficit spending of $3.8 million in 2024-25.			

9. Employee Benefits

		Yes	No	N/A
9.1	**Has the district completed an actuarial valuation in accordance with Governmental Accounting Standards Board requirements to determine its unfunded liability for other post-employment benefits (OPEB)?**	✓	☐	☐
9.2	**Does the district have a plan to fund its OPEB liabilities for the current and two subsequent years such that the total of annual required service payments (whether legally or contractually required, or locally defined such as pay-as-you-go premiums, trust agreement obligations or a board adopted commitment) are no greater than 2% of the district's unrestricted general fund revenues?**	✓	☐	☐
9.3	**Within the last five years, has the district conducted a verification and determination of eligibility for benefits for all active and retired employees and dependents?**	☐	✓	☐
	The financial system automatically drops aged-out dependents, but no verification study has been conducted in the last five years to identify other ineligible employees or dependents.			
9.4	**Does the district track, reconcile and report employees' compensated leave balances?**	✓	☐	☐
9.5	**Has the district followed a policy or collectively bargained agreement to limit accrued vacation balances?**	☐	✓	☐

Per article 12.8 of the July 1, 2024 through June 30, 2027 agreement between the district and CSEA, unit members are permitted to carry over one year of vacation accrual as of June 30. When the balance exceeds one year of earnable vacation, the unit member and their supervisor are to develop a vacation schedule to eliminate the excess vacation days. Disagreements are referred to the assistant superintendent. If a mutually agreed upon vacation schedule still cannot be developed, then a payout of excess vacation time is to occur. Employees earn from 13 to 22 vacation days per year, depending on their number of completed years of service.

The district provided an accrued vacation leave balance report as of January 31, 2026. The report does not include the length of employment for each employee, so it was not possible to directly measure the district's adherence to its policy. However, one employee has more than 44 days accrued, which is more than twice the annual vacation accrual amount. In addition, the report indicated the following:

- 18 employees have accrued 40-to-44 vacation days.
- 40 employees have accrued 30-to-39.9 vacation days.
- 64 employees have accrued 20-to-29.9 vacation days.

10. Enrollment and Attendance

		Yes	No	N/A
10.1	**Has the district's enrollment been increasing or remained stable for the current and two prior years?**	☐	✓	☐

At the time of fieldwork, the district's current year enrollment was not publicly available, and the district did not submit its 2025-26 certified enrollment reports to FCMAT. Consequently, in lieu of the 2025-26 report, FCMAT reviewed the district's three prior years.

During the three-year period analyzed, the district experienced a minor enrollment decline of 1.83%, from 14,432 students enrolled in 2022-23 to 14,168 in 2024-25. This is part of a longer gradual declining trend, specifically a loss of 1,089 students, or 7.14%, from fiscal year 2014-15 through 2024-25.

10.2	**Does the district monitor and analyze enrollment and average daily attendance (ADA) data at least monthly through the second attendance reporting period (P-2)?**	✓	☐	☐
10.3	**Does the district track historical enrollment and ADA data to project future trends?**	☐	✓	☐

The district was unable to provide evidence of the method its Business Services Department uses to project enrollment and ADA for budget purposes. However, its Educational Services Department uses a simple age-through method to project enrollment to determine staffing levels.

10.4	**Do schools maintain an accurate record of daily enrollment and attendance that is reconciled monthly at the school and district levels?**	✓	☐	☐
10.5	**Are the district's enrollment projections and assumptions based on historical data, industry-standard methods, and other reasonable factors?**	☐	✓	☐

The Business Services Department did not provide evidence of the projection model used to develop enrollment for use in the budget. However, the Educational Services Department uses a simple age-through method to project enrollment.

The simple age-through method assumes that 100% of the prior year's enrolled students will progress to the next grade in the following year. The method fails to consider local enrollment trends.

The industry standard for enrollment projections in a large district is to apply either a linear regression or cohort survival model. Both models use historical enrollment data to develop a trend that is applied to project future enrollment. The linear regression model develops a best fit line, which is a straight line drawn through past data points, to project future enrollment. A weighted or unweighted cohort survival model uses historical enrollment grade progression to estimate future enrollment. Both models factor in historical trends in population changes and are more appropriate for larger districts.

10.6	**Has the district planned for enrollment losses to any charter schools?**	☐	☐	✓
10.7	**Do all applicable schools and departments review and verify their respective California Longitudinal Pupil Achievement Data System (CALPADS) data and correct it as needed before the report submission deadlines?**	✓	☐	☐
10.8	**Has the district certified its CALPADS data (most recent Fall 1, Fall 2, and end-of-year reports) by the required deadlines?**	✓	☐	☐
10.9	**Does the district follow established board policy to limit outgoing interdistrict transfers and ensure that only students who meet the required qualifications are approved?**	✓	☐	☐
10.10	**Does the district adhere to the average TK-3 class enrollment limits at each school, the adult-to-student ratio for each TK class, and the credentialing requirements for teachers assigned to TK classes as defined in the Education Code?**	✓	☐	☐

11. Facilities

		Yes	No	N/A
11.1	**If the district participates in the state's School Facility Program, has it made the required contribution to its Routine Restricted Maintenance Account?**	✓	☐	☐
11.2	**Does the district have sufficient and available resources to cover all contracted obligations for capital facilities projects?**	✓	☐	☐
11.3	**Does the district properly track and account for facility-related projects?**	☐	✓	☐

The board meeting minutes for February 5, 2026 identify multiple ongoing facilities-related projects, such as the aquatic center modernization project that began in 2024 and has had five change orders. The district provided no documentation to indicate that proper tracking and accounting is occurring on any of its facility-related projects.

11.4	**Does the district use its facilities fully (districtwide) in accordance with the Office of Public School Construction's loading standards?**	☐	✓	☐

Interviewees indicated that some schools have classrooms that are being used for alternative purposes. However, FCMAT could not determine the level of vacancy at schools because the district did not provide site capacity documents.

11.5	**Does the district include facility needs (maintenance, repair, and operating requirements) when adopting a budget?**	☐	✓	☐

Interviewees indicated that the district lacks a plan to identify facility maintenance needs. Instead, the Business Services Department provides a budget allocation to the Facilities Department director, who develops a general expenditure plan based on the allocation.

11.6	**Has the district met the facilities inspection requirements of the Williams Act and resolved any outstanding issues?**	✓	☐	☐
11.7	**If the district passed a Proposition 39 general obligation bond, has it met the requirements for audit, reporting, and a citizens' bond oversight committee?**	☐	✓	☐

California Education Code 15278 requires school districts to establish and appoint a Citizens' Bond Oversight Committee within 60 days of the date that the governing board enters the election results in its minutes. The district's board established such a committee by adopting bylaws on January 16, 2025, after Measure ABC was approved by voters on November 5, 2024. However, the district did not appoint members to the committee within the legally-required timeframe. The first meeting of the committee was held on November 25, 2025, at which time the appointed committee members were introduced. The committee has met once each month since the initial meeting. The 2024-25 bond performance audit was presented to the committee on February 4, 2026.

11.8	**Does the district have a board-approved long-range facilities master plan completed within the last five years that reflects its current and projected facility needs?**	☐	✓	☐

The district provided a draft facilities master plan dated 2023; however, no evidence was provided that the governing board formally approved the plan.

The district's September 21, 2023, governing board meeting minutes show that the governing board received a facilities master plan presentation by consultant Perkins Eastman. The presentation indicated there would be follow-up at subsequent meetings on November 2, 2023, and December 21, 2023. However, minutes from those two meetings did not indicate that follow-up occurred, and no evidence was found that the board approved a long-range facilities master plan.

12. Fund Balance and Reserve for Economic Uncertainties

		Yes	No	N/A
12.1	**Is the district able to maintain the minimum reserve for economic uncertainties in the current year (including Fund 01 and Fund 17) as defined by the State Standards and Criteria for Fiscal Solvency?**	✓	☐	☐
12.2	**Is the district able to maintain the minimum reserve for economic uncertainties in the two subsequent years?**	✓	☐	☐
12.3	**If the district is not able to maintain the minimum reserve for economic uncertainties, does the district's multiyear projection include a board-approved plan to restore the reserve?**	☐	☐	✓
12.4	**Is the district's projected unrestricted fund balance stable or increasing in the two subsequent fiscal years without unsubstantiated revenue increases or expenditure reductions?**	☐	✓	☐

The district's 2025-26 first interim financial report indicates that the district's unrestricted fund balance is projected to decrease over the two subsequent fiscal years, as shown in Table 2 below.

Table 2: Projected Unrestricted Ending Fund Balances

Fiscal Year	Projected Unrestricted Ending Balance	Change from Prior Year
2025-26	$27,051,614	not applicable
2026-27	$18,583,058	-$8,468,555.87
2027-28	$9,466,798	-$9,116,259.36

12.5	**If the district has unfunded or contingent liabilities or one-time costs other than post-employment benefits, does the unrestricted general fund balance include sufficient assigned or committed reserves above the recommended reserve level to cover these costs?**	☐	☐	✓

13. General Fund – Current Year

		Yes	No	N/A
13.1	**Does the district ensure that one-time revenues do not pay for ongoing expenditures?**	✓	☐	☐
13.2	**Is the percentage of the district's general fund unrestricted expenditure budget that is allocated to salaries and benefits at or below the prior year statewide average?**	☐	✓	☐

The district's 2025-26 first interim report projects that 89.0% of total unrestricted general fund expenditures will be spent on unrestricted salaries and benefits in the 2025-26 fiscal year. The 2024-25 statewide average (the latest data available from the CDE) is 86%.

13.3	**Is the percentage of the district's general fund unrestricted expenditure budget that is allocated to salaries and benefits at or below that of the prior two years?**	☐	✓	☐

According to the district's 2025-26 first interim financial report, the district is allocating 89.0% of its unrestricted general fund expenditure budget to salaries and benefits in 2025-26.In 2023-24 the percentage was higher, at 89.2%, but in 2024-25 it was lower, at 85.9%.

13.4	**If the district has received any uniform complaints or legal challenges regarding local use of supplemental and concentration grant funding in the current or prior two years, is the district addressing the complaint(s)?**	☐	☐	✓
13.5	**For positions supported with one-time or restricted funding, does the district either ensure that these funds are sufficient to pay for these staff or have a plan to pay for the positions with unrestricted funds?**	☐	☐	✓
13.6	**Is the district using its restricted dollars fully by expending allocations for restricted programs within the required time?**	☐	✓	☐

The district had to return funds from the Expanded Learning Opportunities Program (ELOP) because it did not spend them within the required timeframe. Information from the CDE indicates that in 2025 the district had to return $1,534,990 from its 2021-2022 allocation and $3,499,578 from its 2022-23 allocation.

13.7	**Does the district account for all program costs, including the maximum allowable indirect costs, for each restricted resource and other funds?**	☐	✓	☐

The district's CDE-approved indirect cost rate for 2024-25 was 4.98%. According to the district's 2024-25 unaudited actuals report, the Governor's Career Technical Education Initiative program was charged only 1.91%, and Special Education (resource 6500) was not charged any indirect costs.

		Yes	No	N/A
13.8	**Are all balance sheet accounts in the general ledger reconciled at least at each interim reporting period and at year-end close?**	☐	✓	☐

The county office of education reconciles cash in the county treasury monthly for the district. However, FCMAT was unable to determine if all other balance sheet accounts in the general ledger are reconciled at least at each interim reporting period and at year-end close, because staff turnover in the business office left the district with no staff who could confirm this.

14. Information Systems and Data Management

		Yes	No	N/A
14.1	**Does the district use an integrated financial and human resources system?**	☐	✓	☐

Business Enhancement System Transformation (BEST) is an integrated enterprise resource planning system for budget development, finance, human resources, and payroll, hosted by the Los Angeles County Office of Education. The district's financial and human resources information reaches BEST, but it is first processed through the district's internal systems such as Droplet, used by human resources and Smarte, used by business services, that require daily interfacing with BEST. Interviewees indicated that the quality of data in BEST may be compromised because of the cumbersome reconciliation of the data that must occur between the district's systems and BEST.

14.2	**Does the district use the system(s) to provide key financial and related data, including personnel information, to help the district make informed decisions?**	✓	☐	☐
14.3	**Has the district accurately identified students who are eligible for free or reduced-price meals, English learners, and foster youth, in accordance with the LCFF and its LCAP?**	✓	☐	☐
14.4	**Is the district using the same financial system as its COE?**	☐	✓	☐

The district uses multiple systems to supplement BEST, including Smarte, which requires daily interfacing with BEST.

14.5	**If the district is using a separate financial system from its COE, is there an automated interface that allows data to be sent and received by both the district's and COE's financial systems?**	✓	☐	☐
14.6	**If the district is using a separate financial system from its COE, has the district provided the COE with direct access so the COE can provide oversight, review and assistance?**	☐	✓	☐

The COE does not have direct access to Smarte.

15. Internal Controls and Fraud Prevention

		Yes	No	N/A
15.1	**Does the district have controls that limit access to its financial system and include multiple levels of authorization?**	✓	☐	☐

15.2 Are the district's financial system's access and authorization controls reviewed and updated upon employment actions (e.g., resignations, terminations, promotions, or demotions) and at least annually? ☐ ✓ ☐

Interviewees indicated that the district updates financial system access and authorization controls upon employment actions. The district uses multiple systems including Smarte, BEST and Droplet. The district did not provide evidence that it completes an annual access review.

According to a security audit report dated February 18, 2026, a former employee's BEST access was not disabled even though the employee separated from the district one month prior. However, a February 17, 2026, report indicates that the same former employee's access to Smarte was revoked immediately after the employee separated from the district. Access and authorization controls should be maintained in all relevant business systems.

15.3 Does the district ensure that duties in the following areas are segregated, and that they are supervised and monitored?:

- **Accounts payable (AP).** ✓ ☐ ☐
- **Accounts receivable (AR).** ✓ ☐ ☐
- **Purchasing and contracts.** ✓ ☐ ☐
- **Payroll.** ☐ ✓ ☐

  The district did not provide process and procedure manuals or employee duty assignments for processing payroll transactions. Interviewees indicated that payroll processes have evolved informally over time and that the district has no clear separation of duties between the entry, approval, and supervision of payroll.
- **Human resources (i.e., duties related to position control and payroll processes).** ✓ ☐ ☐

15.4 Are beginning balances for the new fiscal year posted and reconciled with the ending balances for each fund from the prior fiscal year? ☐ ✓ ☐

The district did not provide documentation showing that the beginning balances are posted and reconciled with the ending balances for each fund from the prior fiscal year.

15.5 Does the district review and work to clear prior year accruals throughout the year? ☐ ✓ ☐

The district did not provide documentation showing that the beginning balances are posted and reconciled with the ending balances for each fund from the prior fiscal year.

15.6 Has the district reconciled and closed the general ledger (books) within the time prescribed by the county superintendent of schools? ✓ ☐ ☐

15.7 Does the district have processes and procedures to discourage and detect fraud? ☐ ✓ ☐

Board Policy 3400 – Management of District Assets/Accounts, states:

> The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district to act with integrity and due diligence in dealings involving the district's fiscal resources.

The policy continues as follows:

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. An employee who suspects fraud, impropriety or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee.

Interviewees indicated that not all staff were familiar with this policy and any related processes or procedures.

15.8 Does the district have a process for collecting reports of possible fraud (such as an anonymous fraud reporting hotline) and for following up on such reports? . . . . . ☐ ✓ ☐

Board Policy 3400 – Management of District Assets/Accounts, states, "In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity." The district does not have a method for employees and outside persons to submit a report anonymously.

15.9 Does the district have an internal audit process? . . . . . ☐ ✓ ☐

The district did not provide evidence of intentional oversight and review of business processes to identify or prevent fraud, inappropriate use, or misappropriation of funds.

16. Leadership and Stability

		Yes	No	N/A
16.1	**Does the district have a chief business official who has been in this position with the district for more than two years?**	☐	✓	☐
	At the time of fieldwork, the district had a consultant serving as the interim chief business official.			
16.2	**Does the district have a superintendent who has been in this position with the district for more than two years?**	☐	✓	☐
	At the time of fieldwork, the district had an interim superintendent who has been serving in the role since July 1, 2025.			
16.3	**Does the superintendent schedule and hold meetings regularly with all members of their administrative cabinet?**	✓	☐	☐
16.4	**Is training on financial management and budget provided to school and department administrators who are responsible for budget management?**	☐	✓	☐
	Staff shared during interviews that no formal training on financial management and budget is provided to school and department administrators who are responsible for budget management.			
16.5	**Does the governing board adopt and revise policies and administrative regulations annually?**	✓	☐	☐
16.6	**Are newly adopted or revised policies and administrative regulations implemented, communicated, and available to staff?**	✓	☐	☐
16.7	**Do all board members attend training on the budget and governance at least every two years?**	☐	✓	☐

FCMAT was unable to determine if board members attend training on budget and governance at least every two years. Interviewees indicated that some board members may proactively seek training in these areas, but there is no cohesive training plan for all board members.

16.8	**Is the superintendent's evaluation performed according to the terms of the contract?**	✓	☐	☐
16.9	**Is the district avoiding relying on consultants to prepare financial reports (e.g. SACS) or other primary fiscal activities?**	☐	✓	☐

At the time of fieldwork, the district's current interim assistant superintendent, business services, had been hired as a consultant by the board to perform primary fiscal duties from January 25, 2026 through June 30, 2026, including preparation of all required financial reports, multiyear projections, cash flow analyses, Standardized Account Code Structure (SACS) reporting, and budget revisions.

17. Multiyear Projections

		Yes	No	N/A
17.1	**Has the district developed multiyear projections that include detailed assumptions aligned with industry standards?**	✓	☐	☐
17.2	**To help calculate its multiyear projections, did the district prepare an accurate LCFF calculation that includes multiyear considerations?**	✓	☐	☐
17.3	**Does the district use its most current multiyear projection when making financial decisions?**	✓	☐	☐
17.4	**If the district uses a broad adjustment category in its multiyear projection (such as line B10, B1d, B2d Other Adjustments, in the SACS Form MYP/MYPI), is there a detailed list of what is included in the adjustment amount and are the adjustments reasonable?**	✓	☐	☐

18. Non-Voter-Approved Debt and Risk Management

		Yes	No	N/A
18.1	**Are the sources of repayment for non-voter-approved debt {such as certificates of participation (COPs), bridge financing, bond anticipation notes (BANS), revenue anticipation notes (RANS) and others} stable, predictable, and other than the unrestricted general fund?**	☐	☐	✓
18.2	**If the district has issued non-voter-approved debt, has its credit rating remained stable or improved during the current and two prior fiscal years?**	☐	☐	✓
18.3	**If the district is self-insured, has it completed an actuarial valuation as required and does it have a plan to pay for any unfunded liabilities?**	☐	☐	✓
18.4	**If the district has non-voter-approved debt (such as COPs, bridge financing, BANS, RANS and others), is the total of annual debt service payments no greater than 2% of the district's unrestricted general fund revenues?**	☐	☐	✓

19. Position Control

		Yes	No	N/A
19.1	**Does the district account for all positions and costs (including substitutes, overtime, stipends, and employer-paid benefits) in position control?**	☐	✓	☐
	The position control report provided to FCMAT includes substitutes, stipends and employer-paid benefits, but it does not include costs for overtime. Staff reported that estimates for overtime costs are incorporated into the budget.			
19.2	**Does the district analyze and adjust staffing based on staffing ratios and enrollment?**	☐	✓	☐
	The district provided insufficient evidence that it uses staffing ratios and enrollment to analyze and adjust staffing.			
19.3	**Does the district reconcile budget, payroll and position control regularly, at least at budget adoption and interim financial reporting periods?**	☐	✓	☐
	Staff reported that reconciliation of budget, payroll and position control has not been occurring because of recent transitions in key district roles.			
19.4	**Does the district identify a budget source for each new position before the position is authorized by the governing board?**	✓	☐	☐
19.5	**Does the governing board approve all new positions and extra assignments (e.g., stipends) before positions are posted?**	✓	☐	☐
19.6	**Do managers and staff responsible for the district's human resources, payroll and budget functions meet at least monthly to discuss issues and improve processes?**	☐	✓	☐
	In interviews, staff indicated that meetings of human resources, payroll and budget staff with one another have not been occurring; rather, issues are handled as they arise.			

20. Special Education

		Yes	No	N/A
20.1	**For special education classrooms and support services, does the district use staffing ratios that align with statutory requirements and industry standards, and are students' support needs also considered? If so, are those needs documented and evaluated at each budget cycle?**	✓	☐	☐
20.2	**Does the district access all available funding sources for costs related to special education (e.g., state excess cost pool, legal fees, mental health)?**	✓	☐	☐
20.3	**Does the district use appropriate tools to help it make informed decisions about whether to add services (e.g., special circumstance instructional assistance process and form, transportation decision tree)?**	✓	☐	☐
20.4	**Does the district budget and account correctly for all costs related to special education (e.g., transportation, due process hearings, indirect costs, nonpublic schools and/or nonpublic agencies)?**	☐	✓	☐
	The district did not provide a detailed budget report for the 2025-26 fiscal year. However, the 2024-25 unaudited actuals financial report indicates that the district does not charge indirect costs to special education resources.			

20.5	**Does the district monitor contributions from the unrestricted general fund and adjust to trends in the special education program?**	☐	✓	☐

Interviewees indicated that the special education contribution is monitored and updated throughout the year to keep it current with increased special education costs. The district projects a $4.3 million decline in special education contributions from the 2025-26 adopted budget to the first interim reporting period, with an explanation that the contribution may increase in subsequent reporting periods if master agreement costs increase. Interviewees indicated that master agreements are not processed through the purchase order system and do not generate encumbrances that can be used to reasonably project special education program costs.

20.6	**Is the district's rate of identification of students as eligible for special education at or below the countywide and statewide average rates?**	✓	☐	☐
20.7	**Does the district analyze whether it will meet the maintenance of effort requirement at each interim financial reporting period?**	✓	☐	☐

Risk Score, 20 numbered sections only:	**37.4%**

Key to Risk Score from 20 numbered sections only:

High Risk: 40% or more

Moderate Risk: 25-39.9%

Low Risk: 24.9% and lower

Due to the existence of a condition from the "Budget and Fiscal Status" section, as well as material weaknesses, the score above has been superseded because these conditions elevate the district's risk level.

District Fiscal Solvency Risk Level, all FHRA factors:	**High**

Appendix

Study Agreement

FCMAT
FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
STUDY AGREEMENT
FOR TRIGGERED FISCAL HEALTH RISK ANALYSIS

This study agreement, hereinafter referred to as Agreement, is made and entered into by and between the Fiscal Crisis and Management Assistance Team, hereinafter referred to as the Team or FCMAT, and the Burbank Unified School District, hereinafter referred to as the Client; collectively, FCMAT and Client are hereinafter referred to as the Parties. This Agreement shall become effective from the date of execution hereof by FCMAT.

1. BASIS OF AGREEMENT

FCMAT provides a variety of services to local education agencies (LEAs) as authorized by Education Code (EC) 42127.8(d) and 84041. In accordance with state budget act provisions, FCMAT will study the Client's fiscal health because the county superintendent of schools designated the Client as a lack of going concern in accordance with EC 42127.6.

FCMAT will assign professionals to conduct the study. The professionals will include FCMAT staff and may include professionals from county offices of education, school districts, charter schools, community colleges, other public agencies or private contractors. All professionals assigned shall work under the direction of FCMAT. All work shall be performed in accordance with the terms and conditions of this Agreement.

FCMAT will notify the Client's county superintendent of schools of this Agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

Prepare an analysis using the 20 factors in FCMAT's Fiscal Health Risk Analysis (FHRA) and identify the Client's specific risk rating for fiscal insolvency.

B. Services and Products to be Provided

1. Orientation Meeting
   The Team will conduct an orientation session at the Client's location to brief the Client's management and supervisory personnel on the Team's procedures and the purpose and schedule of the study. This orientation meeting is normally held at the beginning of fieldwork for the study.

2. Fieldwork
   The Team will conduct fieldwork at the Client's office and/or school site(s), or other locations as needed. Limited fieldwork may also be conducted remotely via telephone or videoconferencing services, in addition to the Public Safety Considerations outlined in Section 13 below.

3. Exit Meeting
   The Team will hold an exit meeting at the conclusion of the fieldwork to inform the

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Client of the status of the study. The exit meeting will include a review of the scope of work; outstanding items, including documents, data and interviews not yet received or held; and the estimated timeline for a draft report. The meeting will not memorialize details regarding findings because the Team's conclusions may change after a complete analysis is finished. Exceptions to this will be findings of immediate health and safety concerns for students or staff, and other time-sensitive items that include the potential for risk or exposure to loss.

4. Exit Letter
   Approximately five business days after the exit meeting, the Team will issue an exit letter briefly memorializing the topics discussed in the exit meeting.

5. Draft Report
   An electronic copy of a preliminary draft report will be delivered to the Client's point of contact identified below for review and comment.

6. Final Report
   An electronic copy of the final report will be delivered to the Client's point of contact and to the Client's county superintendent of schools following completion of the study. FCMAT's work products are public and all final reports are published on the FCMAT website.

7. Board Presentation
   Presentations to the Client's board will be made depending on the Client's risk rating. If the risk rating is low, the board presentation is optional and will be considered at the request of the Client. If the risk rating is moderate or high, the Team will make a board presentation at the Client's first regularly scheduled board meeting following the issuance of the final report. If the Team is unable to present at the first regularly scheduled board meeting following the issuance of the final report, the Team will make a board presentation at a regularly scheduled board meeting that is mutually agreeable to the Parties.

3. PROJECT PERSONNEL

The personnel assigned to the study will be led by a FCMAT staff person (job lead) and will include at least one other professional. FCMAT will notify the Client of the assigned personnel when the fully executed copy of this Agreement is returned to the Client.

FCMAT will communicate to the Client any changes in assigned project personnel.

4. PROJECT COSTS

Pursuant to the state budget act, costs for the study will be covered by a specific state appropriation for this purpose. FCMAT will not charge the Client for any costs.

5. RESPONSIBILITIES OF THE CLIENT

A. Return current organizational chart(s) that show the Client's management and staffing structure with the signed copy of this Agreement. Organizational charts should be relevant to the scope of this Agreement.

B. Provide private office or conference room space for the Team's use during fieldwork.

C. Provide for a Client employee to upload all requested documents and data to FCMAT's online SharePoint repository per FCMAT's instructions. Provide FCMAT with the name and email of the person who will be responsible for collecting and uploading documents requested by FCMAT with the signed copy of this Agreement.

D. Provide documents and data requested on the Team's initial and supplementary document request list(s) by the date requested.

All documents and data provided shall be responsive to FCMAT's request, in quality condition, readable and in a usable form. With few exceptions, documents and data requested are public records and records maintained by LEAs in the routine course of doing business. Some data requested may require exporting LEA financial system reports to Microsoft Excel or another usable format agreed to by FCMAT.

All documents shall be provided to FCMAT in electronic format, labeled as instructed by FCMAT. Upon approval of this Agreement, access will be provided to FCMAT's online SharePoint repository, to which the Client will upload all requested documents and data.

E. Ensure appropriate senior-level staff are available for the orientation and exit meetings.

F. Facilitate access to requested board members, officers and staff for interviews.

G. Facilitate access to requested information and facilities to include, but not be limited to, files, sites, classrooms and operational areas for observation.

H. Review a draft of the report and return it to FCMAT by the date FCMAT requests with any comments regarding the accuracy of the report's data or the practicability of its recommendations. The Team will review this feedback in a timely manner and make any adjustments it deems necessary before issuing the final report.

I. Return the requested evaluation survey to FCMAT as described below.

6. PROJECT SCHEDULE

Time is of the essence. The Parties acknowledge that the goal of the scope and objectives of the study under this Agreement is to produce a timely and thorough report that adds value for the Client. This goal is especially important given that the Client has experienced an event described under Basis of Agreement that may indicate fiscal distress. To accomplish this goal, the Parties agree to communicate and mutually agree to honor established time commitments. These commitments include the Client providing requested documents, setting and keeping interview appointments and returning comments on the draft report consistent with the established project schedule.

The following project schedule milestones will be established by FCMAT upon receipt of a signed Agreement from the Client:

ACTION	TIMELINE
FCMAT provides Client with a draft Agreement.	Draft Agreements are usually provided within 20 business days of the Client's triggered event.
Client returns partially executed Agreement to FCMAT along with the applicable organizational chart and the name and email of the person who will be responsible for collecting and uploading documents requested by FCMAT.	Draft Agreements are valid for 30 business days.
FCMAT returns a fully executed Agreement to the Client and identifies the project schedule and the lead and other personnel assigned to the job.	Within five business days of the Client's return of the signed Agreement.
Client uploads initial requested documents and data to FCMAT's online SharePoint repository.	Within five business days of the Client's receipt of the FCMAT document and data request list.
Fieldwork	Mutually agreed upon; usually, to commence within five business days of FCMAT's receipt of requested documents and data.
Orientation meeting	First day of fieldwork
Exit meeting	Last day of fieldwork
Follow up fieldwork, if needed (e.g., rescheduled interview, additional interviews).	Mutually agreed upon; usually, within five business days of FCMAT's request.
Client uploads supplemental documents and data to FCMAT's online SharePoint repository.	Within two business days of the Client's receipt of FCMAT's supplemental document and data request(s).
Draft report submitted to the Client.	To be determined, usually, within four weeks of the conclusion of fieldwork and receipt of all documents and data requested.
Client comments on draft report	Within five business days of FCMAT providing a draft report to the Client.

The Client acknowledges that project schedule deadlines build upon and are contingent on each previous deadline. Missed deadline dates will affect future deadline dates and ultimately the timing of the final report. For example, if the Client does not provide requested documents and data by the specified date, the fieldwork may not be able to proceed as originally planned.

FCMAT acknowledges that the Client has an educational program to administer, is balancing many priorities, and in some cases may have records management difficulties, staffing capacity issues, staff on various types of leave, or other circumstances, all of which will affect the project schedule.

The Parties commit to regular communication and updates about the study schedule and work progress. FCMAT may modify the usual timelines as needed.

7. COMMENCEMENT, TERMINATION AND COMPLETION OF WORK

FCMAT will commence work as soon as it has assembled an available and appropriate study team, taking into consideration other jobs FCMAT has previously undertaken, assignments from the state, and higher priority assignments due to fiscal distress. The Team will work expeditiously to complete its work and deliver its report, subject to the cooperation of the Client and any other related parties from which, in the Team's judgment, it must obtain information. Once the Team has completed its fieldwork, it will proceed to prepare a report. In the absence of extraordinary circumstances, FCMAT will not withhold preparation, publication and distribution of a final report once fieldwork has been completed.

FCMAT may terminate this Agreement at any time if the Client fails to cooperate with the requested project schedule, provide requested documents and data and/or make staff available for interviews as requested by FCMAT. If FCMAT terminates the Agreement, FCMAT will issue a management letter in lieu of the final report explaining the reasons why FCMAT terminated the Agreement and reporting on any FHRA elements for which data was collected and a conclusion could be reached.

8. INDEPENDENT CONTRACTOR

FCMAT is an independent contractor and is not an employee or engaged in any manner with the Client. The manner in which FCMAT's services are rendered shall be within its sole control and discretion. FCMAT representatives are not authorized to speak for, represent, or obligate the Client in any manner without prior express written authorization from an officer of the Client.

9. RECORDS

The Client understands and agrees that FCMAT is a state agency and all FCMAT reports are public records and are published on the FCMAT website. Supporting documents and data in FCMAT's possession may also be public records and will be made available in accordance with the provisions of the California Public Records Act.

FCMAT has a records retention policy and practice, and every effort will be made to maintain records related to this Agreement in accordance with this policy.

10. CONTACT WITH PUPILS

Pursuant to EC 45125.1, representatives of FCMAT will have limited contact with pupils. The Client shall take appropriate steps to comply with EC 45125.1.

11. INSURANCE

During the term of this Agreement, FCMAT shall maintain liability insurance of not less than $1 million unless otherwise agreed upon in writing by the Client, automobile liability insurance in the amount required by California state law, and workers' compensation as required by California state law. Upon the request of the Client and receipt of the signed Agreement, FCMAT shall provide certificates of insurance, with the Client named as additional insured, indicating applicable insurance coverages.

12. HOLD HARMLESS

FCMAT shall hold the Client, its board, officers, agents, and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of FCMAT's board, officers, agents and employees undertaken under this Agreement. Conversely, the Client shall hold FCMAT, its board, officers, agents, and employees harmless from all suits, claims and liabilities resulting from negligent acts or omissions of the Client's board, officers, agents and employees undertaken under this Agreement.

13. PUBLIC SAFETY CONSIDERATIONS

Whether due to public health considerations, extreme weather conditions, road closures, other travel restrictions or interruptions, shelter-at-home orders, LEA closures or other related considerations, at FCMAT's sole discretion, the Scope of Work, Project Costs, Responsibilities of the Client, and Project Schedule (Sections 2, 4, 5 and 6 herein) and other provisions herein may be revised. Examples of such revisions may include, but not be limited to, the following:

A. Orientation and exit meetings, interviews and other information-gathering activities may be conducted remotely via telephone, videoconferencing, or other means. References to fieldwork shall be interpreted appropriately given the circumstances.

B. Activities performed remotely that are normally performed in the field shall be billed hourly as if performed in the field (excluding out-of-pocket costs that can otherwise be avoided).

C. The Client may be relieved of its duty to provide conference and other work area facilities for the Team.

14. FORCE MAJEURE

Neither party will be liable for any failure or delay in the performance of this Agreement due to causes beyond the reasonable control of the party, except for payment obligations by the Client.

15. EVALUATION

In the interest of continuous improvement, FCMAT will provide the Client with an evaluation survey at the conclusion of the services. FCMAT appreciates the Client's honest assessment of the Team's services and process. The Client shall return the evaluation survey within 10 business days of receipt.

16. CLIENT CONTACT PERSON

The Client's contact person designated below shall be the primary contact person for FCMAT to use in communicating with the Client on matters related to this Agreement. At any time when this Agreement or FCMAT's process requires that FCMAT send information, document request lists, draft report or final report, or when FCMAT makes other requests for the Client to act upon, this is the person whom FCMAT will contact. The Client may change the contact person upon written notice to FCMAT's job lead assigned to the study.

Name: Oscar Macias, Interim Superintendent

Telephone: (818) 729-4400

Email: oscarmacias@burbankusd.org

17. SIGNATURES

Each individual executing this Agreement on behalf of a party hereto represents and warrants that he or she is duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

For Client:

Oscar Macias, Interim Superintendent — Date
Burbank Unified School District

For FCMAT:

Michael H. Fine Digitally signed by Michael H. Fine
Date: 2026.03.02 16:28:54 -08'00'

Michael H. Fine, — Date
Chief Executive Officer
Fiscal Crisis and Management Assistance Team

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Robyn Anders, Director of Instructional Technology & Accountability
SUBMITTED BY:	Laura Erisman, Administrative Assistant
DATE:	May 7, 2026
SUBJECT:	National Student Clearinghouse Data

Background:

The National Clearinghouse database contains more than 144 million college student records. It provides school districts with the ability to track the college enrollment, persistence, and graduation rates of Burbank Unified School District (BUSD) students. It also keeps records of the colleges where the students are currently enrolled. This data is obtained from colleges and universities that enroll 98% of college students. The current report from the National Clearinghouse addresses the number of students enrolled in public and private colleges, the number of students in two-year and four-year institutions, the persistence rates of attendance, the number of students attending each college, and the number of college graduates.

District Wide Goals for 2025-2026:

1. Students will be career/college ready via high-quality instruction
2. Students will be physically, emotionally, and mentally healthy
3. Recruit and retain highly qualified employees

Discussion/Issues:

The Burbank Unified School District has a district-wide goal to increase the number of students who have completed the UC/CSU a-g classes for college courses and are eligible for The UC or CSU system. In 2024-2025 the number of district-wide eligible students was **49.2%, an increase of 2.1% from the prior year and 1.2% from 2023-2024.** The projected rate for John Burroughs High School was **56.5%** and the projected rate for Burbank High School was **51.9%**. This does not mean that 49.2% of students do not attend college. However, it does mean that the students who are not UC/CSU eligible and attend college have more coursework to complete.

The district reviews what happens to students after graduation from high school. The data source for this report is the National Clearinghouse Burbank Unified School District Report. The attached presentation contains the most current data available.

Fiscal Impact:

NA

Recommendation:

Robyn Anders, Director of Instructional Technology & Accountability, Instructional Services will report to the Board of Education on the National Student Clearinghouse Data for Burbank Unified School District Graduates, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Oscar Macias, Interim Superintendent
SUBMITTED BY:	Stephanie Beauregard, Executive Assistant to the Board of Education/Superintendent
DATE:	May 21, 2026
SUBJECT:	Adoption of Resolution 49 In Recognition and Celebration of Yard Supervisors and Campus Supervisors

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Background:
Yard Supervisors and Campus Supervisors play a vital role in ensuring that Burbank Unified School District schools remain safe, welcoming, and supportive environments for students. Their work spans both instructional and non-instructional times, including before school, recess, lunch, passing periods, and dismissal.

These classified professionals are often the first point of contact for students during the school day and contribute significantly to maintaining positive school climates by providing supervision, guidance, consistency, and calm support. Their efforts help reinforce behavioral expectations, respond to incidents, and foster respectful and caring interactions among students.

The attached resolution formally recognizes and celebrates the professionalism, patience, vigilance, compassion, and dedication demonstrated daily by Yard Supervisors and Campus Supervisors across the district. Adoption of this resolution affirms the Board of Education's appreciation for their invaluable service and encourages the entire BUSD community to join in recognizing their contributions.

Summary:
Alignment with District Values
This resolution aligns with the district's commitment to:

- Student safety and well-being
- Positive school climate and belonging
- Recognition and appreciation of classified professionals
- Respect for the essential roles that support teaching and learning

Fiscal Impact:
None

Recommendation:
Oscar Macias, Interim Superintendent recommends that the Board of Education adopt Resolution No. 49 In Recognition and Celebration of Yard Supervisors and Campus Supervisors, honoring the essential contributions of Yard Supervisors and Campus Supervisors to student safety, school climate, and the overall success of Burbank Unified School District schools, as presented.

RESOLUTION NO. 49 - IN RECOGNITION AND CELEBRATION OF YARD SUPERVIOSR AND CAMPUS SUPERVISORS

WHEREAS, the Burbank Unified School District recognizes that a safe, welcoming, and supportive school environment is essential to student learning, well-being, and success; and

WHEREAS, Yard Supervisors and Campus Supervisors play a critical role in maintaining school safety, supervision, and positive student interactions during instructional and non-instructional times, including before school, recess, lunch, passing periods, and dismissal; and

WHEREAS, Yard Supervisors and Campus Supervisors are often the first point of contact for students during the school day, providing guidance, consistency, calm presence, and support that contribute to a positive school climate; and

WHEREAS, these employees help ensure student safety by monitoring campus areas, supporting behavioral expectations, responding to incidents, and fostering respectful interactions among students; and

WHEREAS, Yard Supervisors and Campus Supervisors build trusting relationships with students and families, supporting social-emotional development and reinforcing a sense of belonging and care; and

WHEREAS, the work of Yard Supervisors and Campus Supervisors requires professionalism, patience, vigilance, compassion, and a deep commitment to the well-being of students; and

WHEREAS, the efforts of Yard Supervisors and Campus Supervisors significantly contribute to the daily operations of schools and support teachers, administrators, and staff in creating orderly and supportive learning environments; and

WHEREAS, the Burbank Unified School District values and appreciates the dedication, dependability, and service of all classified professionals who support students and school communities;

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby honors, recognizes, and celebrates Yard Supervisors and Campus Supervisors for their essential contributions to student safety, school climate, and the overall success of our schools; and

BE IT FURTHER RESOLVED that the Board expresses its deep appreciation for the commitment, compassion, and professionalism demonstrated by Yard Supervisors and Campus Supervisors each day; and

BE IT FURTHER RESOLVED that the Board encourages the Burbank Unified School District community, students, families, staff, and administrators, to join in recognizing and thanking Yard Supervisors and Campus Supervisors for their invaluable service; and

BE IT FINALLY RESOLVED that this Resolution shall take effect immediately upon adoption and that a copy be entered into the official records of the Burbank Unified School District.

PASSED AND ADOPTED by the Board of Education of the Burbank Unified School District this ___ day of _____, 2026, by the following vote:

AYES: ___
NOES: ___
ABSTENTIONS: ___
ABSENT: ___

_____
Abby Pontzer Kamkar
President, Board of Education

_____
Laurette Cano**,** Clerk of the Board

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Adoption of Resolution 50 -Proclaiming May 22, 2026 as Harvey Milk Day

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Background:

Harvey Milk was an activist, organizer, and an openly gay man elected to public office as a member of the San Francisco Board of Supervisors in the late 1970s. Harvey Milk came out and started organizing against discrimination of gay and lesbian business owners in the Castro District of San Francisco and against the Briggs Initiative, an initiative on the California state ballot in 1978 that would have banned gays and lesbians from working in California schools. Milk was responsible for passing gay rights ordinances for the city of San Francisco and served eleven months in office before he was assassinated on November 27, 1978, along with San Francisco Mayor George Moscone. We celebrate Harvey Milk Day on his birthday, May 22nd.

District Wide Goals for 2025-2026:

2. Students and Staff will be physically, emotionally and mentally healthy.

Discussion and Issues:

Celebrating Harvey Milk Day is crucial for honoring his pioneering advocacy for LGTBQ+ rights and social justice, fostering inclusivity and diversity within educational environments. By commemorating Milk's legacy, students can gain valuable insight into the ongoing struggle for equality and the importance of embracing differences with empathy and respect.

Fiscal Impact:

None.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 50 - Proclaiming May 22, 2026 as Harvey Milk Day, as presented.

RESOLUTION 50 PROCLAIMING MAY 22, 2026
HARVEY MILK DAY

WHEREAS, Today we honor the life and legacy of Harvey Milk, an openly gay politician in California and a leader of the American Civil Rights Movement; and

WHEREAS, Time magazine included Harvey Milk on a list titled "The 100 Most Important People of the 20th Century"; and

WHEREAS, Harvey Milk was not only an advocate for the LGBTQIA+ community, but for all minorities. He believed in safe, strong neighborhoods and supported public education, affordable childcare, and equal rights for all; and

WHEREAS, Harvey Milk was elected to the position of city supervisor in San Francisco where he held office for one year before his life was tragically cut short in 1978 by a political rival who opposed Milk's liberal views; and

WHEREAS, Harvey Milk's contributions to the cause of equality for all people has been recognized in a number of ways, including the issuance of a stamp with his picture on it, the posthumous awarding of the Medal of Freedom; and

WHEREAS, Harvey Milk's work continues today through the work of the Milk Foundation, founded by his nephew Stuart Milk, in honor of his uncle.

WHEREAS, We honor Harvey Milk today, let us remember his words "Hope will never be silent." Members of the LGBTQIA+ community – in the United States and around the world – still face discrimination and violence, rooted in the same hatred that Milk died fighting. They deserve hope, and they cannot abide our silence.

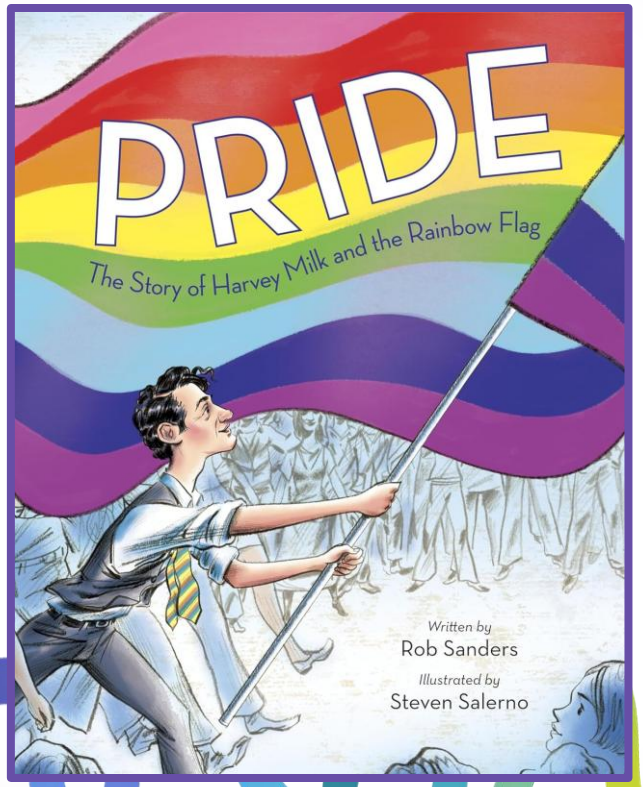
NOW THEREFORE, IT IS PROCLAIMED, by the Burbank Unified School Board of Education, and on behalf of the citizens of the City of Burbank, California, that we proclaim May 22, 2026 as "Harvey Milk Day."

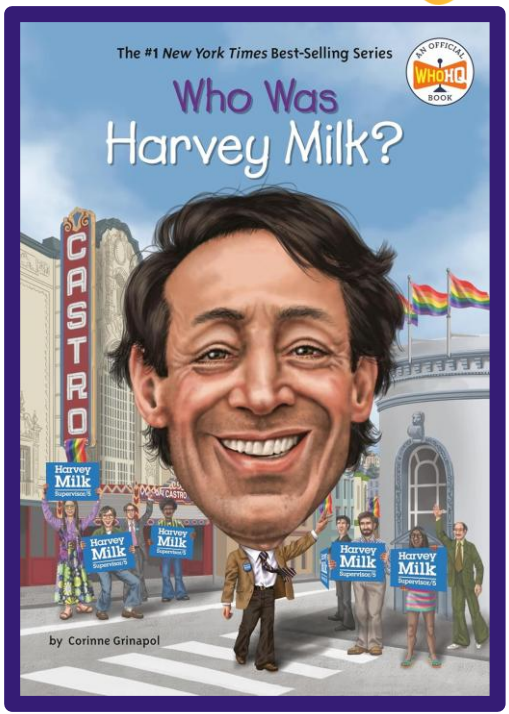
Passed, Approved and Adopted this 21st day of May, 2026 at a meeting of the BurbankUnified School District Board of Education, Los Angeles County, California**.**

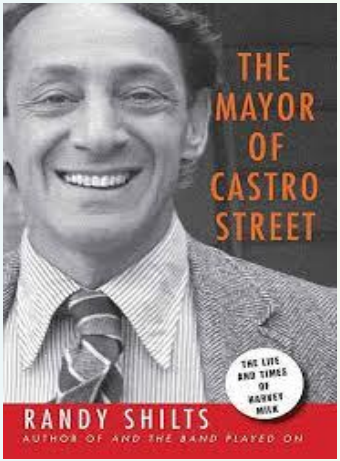
Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Harvey Milk
Day
May 22


PRIDE
The Story of Harvey Milk and the Rainbow Flag
Written by
Rob Sanders
Illustrated by
Steven Salerno


The #1 New York Times Best-Selling Series
AN OFFICIAL WHOHQ BOOK
Who Was
Harvey Milk?
CASTRO
Harvey Milk
Supervisor '75
by Corinne Grinapol


THE MAYOR OF CASTRO STREET
THE LIFE AND TIMES OF HARVEY MILK
RANDY SHILTS
AUTHOR OF AND THE BAND PLAYED ON

HOPE
WILL
NEVER
BE SILENT
-HARVEY MILK

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Oscar Macias, Interim Superintendent

PREPARED BY: Stephanie Beaureegard, Executive Assistant to the Board of Education and Superintendent

SUBMITTED BY: Stephanie Beaureegard, Executive Assistant to the Board of Education and Superintendent

DATE: May 21, 2026

SUBJECT: Adoption of Resolution 51 Ordering a Governing Board Member Election

Background:
On December 21, 2018, the Board of Education approved Resolution 13, consolidating future Board of Education elections with the statewide general election pursuant to Elections Code Section 1302(B). The next general election will be held on November 3, 2026, and the Board of Education must take action to adopt a Resolution Ordering a Governing Board Member (Board of Education) Election.

Discussion/Issues:
Members are elected to the Board of Education on a biennial basis with the terms of two members, and then three members, expiring in an alternating fashion. The terms of two currently serving Board of Education Members (Abigail Pontzer Kamkar and Kelsey Olson) will expire this year and the residents of Burbank will be asked to elect two members to fill these seats during the 2026 General Election, to be held on November 3rd.

Fiscal Impact:
The District will incur election expenses but the cost, which is dependent on several factors, is unknown at this time.

Recommendation:
Oscar Macias, Interim Superintendent, recommends that the Board of Education adopt Resolution 51 Ordering a Governing Board Member Election, as presented.

RESOLUTION 51 OF THE BURBANK UNIFIED SCHOOL DISTRICT ORDERING A GOVERNING BOARD MEMBER ELECTION

BE IT RESOLVED that pursuant to Education Code (EC) §§5000-5030, the Los Angeles County Superintendent of Schools (County Superintendent) is hereby ORDERED to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, §5304, and §5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2026. The polling hours shall be from 7:00 a.m. to 8:00 p.m. on multiple days at the Voting Centers leading up to Election Day.

The purpose of the election is to submit to the voters of the district the question of whether the two (2) members (Trustee Area 4 and Trustee Area 3) shall be elected to the Board of Education of the Burbank Unified School District.

The Los Angeles County Registrar-Recorder/County Clerk (Registrar-Recorder) will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Burbank Unified School District will pay the costs of the election. If any agency holds an election on November 3, 2026, the Burbank Unified School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate sections of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district (or his or her designee) is hereby directed to furnish two copies of this order to the County Superintendent not less than 130 days prior to the date set for the election.

The foregoing Resolution and Order was adopted and affirmed by the Board of Education of the Burbank Unified School District of Los Angeles County, being the Board authorized by law to make the designations contained therein, by formal vote as follows:

Ayes: _____ Nays: _____ Absent: _____ Signed: _____

Clerk of the Board of Education

I hereby certify that the foregoing is a full, true, and correct transcript of a Resolution 51 duly adopted by the Board of Education named therein at a duly constituted meeting of the said Board of Education held on May 21, 2026, as it appears upon the minutes of the said meeting of May 21, 2026.

Signed: _____

Clerk of the Board of Education

REGISTRAR-RECORDER INFORMATION

Public Notice Election Announcement

Listing of two (2) newspapers: *Los Angeles Times*

Outlook

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of 2025-2026 Expanded Learning Opportunities Program Plan

Background:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth-grade students who are enrolled in the free or reduced-price meal program (with an application on file) and are English learners, foster children, or children experiencing homelessness.

"Expanded learning" refers to before-school, after-school, summer, or intersession programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs be pupil-centered, results-driven, and include community partners, complementing but not replicating learning activities during the regular school day and school year.

This year, BUSD was awarded $3,859,529 from the State of California for the ELOP Program. During the 2025-2026 school year, ELOP program funds will be used to offset the cost of childcare for children in grades transitional kindergarten through sixth grade who are enrolled in the free or reduced-price meal program (an application must be on file) and are English learners, foster children, or children experiencing homelessness. Program funds will be used for 210 days of child care, including 180 days of the school year, Winter Break (5 days), Spring Break (5 days), and summer school (20 days). ELOP-funded programs outside of the regular school year will include all-day care, generally from 8:00 a.m. to 6:00 p.m. All programs will be based on staffing and seat availability.

District-Wide Goals 2025-2026

1. Students will be career/college ready via high-quality instruction
2. Students and Staff will be physically, emotionally, and mentally healthy

Discussion/Issues:

Local educational agencies must operate the Expanded Learning Opportunities Program in accordance with the requirements outlined in California *Education Code* Section 46120, including the development of a program plan. The program plan needs to be approved by the Local Educational Agency's (LEA) Governing Board in a public meeting and posted on the LEA's website.

Fiscal Impact:
ELOP funding comes from the California Department of Education's ELOP Grant allocation of $3,859,529, which was awarded to the District on February 18, 2026.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2025, through June 30, 2026, and that authority to sign this agreement be exercised pursuant to BUSD –AR 3314, as presented.

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506-2460

This Program Plan Template Guide is required by California *Education Code* (*EC*) Section 46120(b)(2)

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: Burbank Unified School District

Contact Name: Laura Flosi

Email: LauraFlosi@burbankusd.org

Contact Phone: 818.729.4482

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Disney Elementary
2. Edison Elementary
3. Emerson Elementary
4. Harte Elementary
5. Jefferson Elementary
6. McKinley Elementary
7. Miller Elementary
8. Providencia Elementary
9. Roosevelt Elementary
10. Stevenson Elementary
11. Washington Elementary
12. Luther Burbank Middle School
13. Dolores Huerta Middle School
14. John Muir Middle School

Purpose

This template will assist LEAs in developing a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning

experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results-driven, include community partners, and complement, but do not replicate, learning activities during the regular school day and school year. (*EC* Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in *EC* Section 8482.1. "Expanded learning opportunities" do not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the community's needs, updates in the law, and to facilitate continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for planning and overseeing any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards). It introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities or refining the plan. In addition to the narrative response, it may be helpful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at https://www.cde.ca.gov/ls/ex/qualstandcqi.asp.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include whether the program will be offered on the school site or off-campus. If not on site, describe where in the community it will be located and how students will be supported to access it.

With the leadership of the District administration, school administration, certificated staff, classified staff, and families, the ELO-P environment will follow all health and safety rules provided by the State, County, and District. All policies and procedures of the State of California, California Department of Education, and Burbank Unified School District will be adhered to.

Health, safety, and behavioral policies and procedures of the BUSD will be communicated to staff, students, and families verbally, in writing, and posted on the ELO-P website.

As a condition of enrollment and with access to the school district database, student health and medical needs will be identified. The ELOP program will respond appropriately to those health and medical needs as will the schools in the school district. Staff will be first aid and CPR trained.

In the event of a medical incident, an incident report will be completed and a copy provided to the family. Phone calls will be made to families in an emergency.

Emergency contact information will be maintained in the district database.

The ELO-P will connect with various District departments and community services as needed to provide a safe and supportive learning environment.

Staff are expected to treat all members of the ELOP community with mutual respect in a trusting, nurturing, and supportive environment. Staff are expected to encourage all participants to develop and strengthen skills and interests, resulting in a stronger learning community.

Positive behaviors and accomplishments of staff and students will be recognized. When inappropriate behaviors occur, staff are expected to respond in a calm, nurturing manner, by directly addressing them.

All staff, students, and families are expected to follow all health and safety procedures, trainings, and practice drills, as appropriate.

Staff will be provided with staff shirts or badges. Educational Partners will be required to undergo a thorough background check before working with students.

Snacks will be provided through the Burbank USD Food Services Department.

Attendance procedures will be followed, with strict check-in and check-out procedures similar to those in the ASES program. The District will use Aeries to track student enrollment and attendance and ensure that eligible students can participate in ELOP Programs. Procedures will be in place to ensure that students are always accounted for.

The program design will intentionally address the areas of interest, learning styles, participant strengths, and areas of concern, increasing and expanding the participants' academic and social-emotional learning.

Behavioral guidelines will be set and maintained by staff and participants. The structures of Positive Behavior Intervention and Supports (PBIS) will be followed.

Procedures for fire, earthquake, and lockdowns will be designed, practiced, and followed.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The Expanded Learning Program will provide a variety of hands-on, project-based activities in Reading/Language Arts, Mathematics, Science, Social Studies, Art, and Music that result in students advancing their learning, and, at times, culminating projects.

Staff will design lessons that allow students to learn and grow through multiple senses. Activities will be designed to enable students to work in groups with clear roles and purpose. Activities will provide students with opportunities to think critically, discuss, and work collaboratively.

Activities will tap into concepts of equity, diversity, and inclusion.

District assessments will be used to measure growth in RLA and Math.

Participants will use technology to generate ideas and support them with multiple perspectives as part of a critical thinking process.

Students in K through 5 grades have a chance to participate in active, engaging learning through curriculum resources, as well as physical fitness and social-emotional support, provided by enrichment staff and teachers through the District.

In addition to supplementing traditional instruction in fun and creative ways, the Burbank ELOP Program will also provide students with daily emotional and behavioral support through planned activities that promote confidence and self-awareness, as supported by the Collaborative for Academic, Social, and Emotional Learning (CASEL).

Students will experience virtual and on-site field trips and consistent routines that give students a fun summer feel, all while learning.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill-building.

Students will be provided projects and activities that result in a product or demonstration. Some tasks may be individual while others may be group oriented. Activities will include 21st century skills where students will have a sense of personal and social responsibility, an understanding of life, and career options. Activities will be linked to the outside world and problem for critical thinking and problem solving. Technology use will be integrated into many activities and learnings.

Students will participate in daily activities that support Social Emotional Learning (SEL), math and reading in small groups to experience collaborative thinking and building their skill sets together. Group projects, along with individual work books or adventure packs, are part of the summer learning experience to enhance academic gains by almost 2 months in both reading and math. Examples of hands-on learning include engineering and science activities that will help students develop their critical thinking skills and enhance their math concepts and mathematical awareness.

Whole group, small group, and individual activities will be performed.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The nature of the activities will be designed for students to share their viewpoints, concerns, or interests. Leadership skills will be integrated into many lessons. This will also allow students to critically think, debate, and create steps for actions.

Staff will challenge students so that they may better organize their thoughts and perspectives towards a finished product.

Students, staff, and families will provide opportunities to share their opinions and voice about the content of the program, and asked about expansion of the curricula of the program in the coming years.

Students participating will participate in targeted lessons in two units: Self & Others and Belonging & Community. These components of curriculum give students in grades TK through 6 the chance to explore concepts related to trusting relationships, sharing, and connecting with others. Activities are designed by teachers to allow students the opportunity to explore these concepts at their own pace while learning to listen to the feelings of others while also gaining self and social awareness.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

All students will receive nutritious lunch and snacks provided by the Burbank Unified School District through their food and nutrition services program. Snacks and lunches provided to all students meet state and federal requirements based on recommended nutritional guidelines.

Students will enjoy meals with their peers and are encouraged to engage in conversation to make meals a positive and healthy experience. At no point is food or snacks used as punishment or bribery. All students, regardless of behavior, will be afforded a safe and healthy space to enjoy a meal with their peers.

Students will be provided lessons and activities surrounding nutrition, healthy choices, and physical activity.

A wellness plan will be designed by staff and families. The overall design of the program will also be shared with students to provide them voice and input opportunities to influence the program design.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The Burbank Boys and Girls Club program is an all-inclusive and diverse program providing summer educational opportunities to all students grades TK through 6, regardless of development or culture.

The ELOP Program will allow us to provide extra support staff to support students with disabilities: translators, hard of hearing interpreters, behavioral aids, etc., as needed.

The curriculum will be designed to provide teachers resources and support on creating anti-bias environments and learning experiences for students. These experiences are done either through group projects or independently.

Additionally, ELOP staff can provide all participants access to community and area resources which offers staff and families support when addressing sensitive topics or behavior related to diversity, access or equity.

Staff will be sought to better diversify the makeup of the staff. Staff will reflect the diversity related to participants' race, color, religion, sex, age, income level, national origin, physical ability, sexual orientation, and/or gender identity and expression.

Staff will be provided diversity and sensitivity training.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

The program provides staff and volunteers with:

- Clear titles and job descriptions
- Continuous training and professional development
- Resources and materials to deliver activities
- On-the-job coaching
- Cultural, linguistic, and socio-economic diversity

Competitive pay will be required to attract applicants for the various positions.

Staff includes:

Supervisors

Teachers

Instructional assistants

Classrooms are separated by grade, with no more than 20 students per class, one teacher, and one instructional assistant. In addition to classroom teaching staff, the program provides a daily on-site supervisor and a districtwide teacher on special assignment.

All staff work together to give students individual attention and support for their learning. Group activities are scheduled to provide small-group learning opportunities, so students can also offer peer-to-peer support.

All staff in attendance throughout the program are qualified teachers with classroom experience, either provided by the Burbank Unified School District or by other community partners.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

When the program creates its mission, vision, goals, and outcomes, it makes sure all stakeholders participate, including:

- Youth
- Families
- Program staff
- School site partners
- Community partners

When the program creates its mission, vision, goals, and outcomes, it makes sure all stakeholders participate, including:

- Youth
- Families
- Program staff
- School site partners
- Community partners

Staff share the program's mission, vision, goals, outcomes, and planned activities with families through a variety of strategies (e.g., new family orientations, parent nights, etc.).

Participants know the goals and outcomes of the program.

Participants provide input that shapes the program's vision, mission, goals, and outcomes.

The ELO Program provides people of all ages with lifelong opportunities to become stronger in spirit, mind, and body. The ELOP strives to close the achievement gap for students, helping them catch up, stay on track, and get ahead in reading and math skills while enjoying summer fun.

The program aims to support students' social-emotional growth, empower educators with key instructional strategies, and engage families in their child's success.

Program communication is essential, so a website and monthly communication are planned.

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The program develops formalized, clearly articulated partnerships through written agreements and maintains them through ongoing meetings and other communication systems.

The program trains staff to work collaboratively with internal and external stakeholders in order to achieve program goals

Staff engage, communicate, and connect parents to information and services available to them within their community and school.

Staff meet regularly, both formally and informally, with partners to discuss data and agree upon program goals and design.

Staff hold collaborative meetings with both internal and external partners to discuss impact, highlights, and areas of growth

The ELOP Program will be provided through a partnership and agreement with community partners and with the Burbank Unified School District. The program provides learning supports and intervention/prevention to students who attend a Burbank Unified school.

An awareness of academic data will identify students who are reading and mathematically below grade level. The Burbank Unified School District recommends these students to the ELOP Program and works with each individual participant.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

The program establishes a clearly defined continuous quality improvement process that:

Outlines improvement goals and action steps

Includes a timeline with dates for action steps and quality improvement discussions

Incorporates feedback from staff, youth, parents, and K-12 partners • Describes the information or data needed to assess quality

Clearly describes the responsibilities and roles for each person on the improvement team

The program develops a set of guiding questions related to the program design, desired program outcomes, and impact.

The program creates a plan for how to gather information from multiple sources that will answer the guiding questions and includes:

The type of information for each guiding question

Whom to collect information from

A timeline for collection

The program establishes a clear procedure for obtaining consent to collect information from stakeholders, addressing the purpose of the information and how it will be used.

The program records and tracks the information it collects in a manner that protects stakeholders' confidentiality.

The program shares lessons learned and key outcomes from the quality improvement process with stakeholders and requests their feedback

The ELOP Program uses District assessments before the start of the program and at its conclusion to track student success and program accountability.

Additionally, program staff and families are required to complete a survey at the end of the program. The survey covers outcomes in the following areas: Academics, Professional Development, Social-Emotional Growth, and Family Engagement.

Expanded Learning Opportunities Program

11—Program Management

Describe the plan for program management.

The program creates and annually updates manuals that:

- Address fiscal management, personnel policies, and program operation
- Include clearly defined policies, procedures, practices, and staff/partner roles
- Adhere to federal, state, and local requirements

The program creates and distributes user-friendly parent handbooks that describe policies and procedures, and are available in languages spoken by parents.

The program has a clear organizational structure, which allows staff to focus on the needs of participants, and includes:

- Staff job descriptions
- Lines of supervision
- Information about who to ask for resources
- The percentage of direct service and administrative costs that is allocated for each position

The program has a strong fiscal management system that includes:

- A well-documented budget with line item expenses and the duration and amount of each revenue source
- Enough flexibility for managers at the program and site levels to make allocation decisions as needed throughout the year

The program has the appropriate insurance to protect staff, administrators, volunteers, participants, and parents.

The program maintains written agreements that define the roles and responsibilities of all subcontractors and partners

Program management is organized as follows: The Burbank USD Director of Elementary Education, Child Development Coordinator, and ELOP/ASES Teacher on Special Assignment oversees all youth programming. The ELO Program's direct daily management consists of a site supervisor and a teacher on special assignment. Teaching staff report directly to the site supervisor and teacher on special assignment.

Daily structure is managed by all staff using the curriculum as a guide for daily routines, including student attendance and participation. All staff on-site manage program communications with families and other staff members.

Weekly communication about the program is provided to BUSD and managed directly through the Child Development Coordinator.

Expanded Learning Opportunities Program

General Questions

Existing After School Education and Safety (ASES) and 21st Century Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Funds for the ELOP and ASES programs will be coordinated to provide services for the comprehensive program. Staffing and program resources will be budgeted for both program. The current ASES program will be maintained at the four funded sites. The additional sites will be funded by the ELO Program.

Expanded Learning Opportunities Program

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (*EC* Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children.
How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Type of Requirement	2021–22	2022–23	2023–24	2024–25	2025–26
Eligibility	Turn five between September 2 and December 2; at district discretion, turn five between December 3 and the end of the school year	Turn five between September 2 and February 2; at district discretion, turn five between February 3 and the end of the school year	Turn five between September 2 and April 2; at district discretion, turn five between April 3 and the end of the school year	Turn five between September 2 and June 2; at district discretion, turn five between June 3 and the end of the school year	Turn four by September 1
Ratios	Not specified	1:12	1:10**	1:10**	1:10**
Class Size	24	24	24	24	24

Curriculum and professional learning for staff for younger participants will include:

. Effective adult-child interactions

i. Children's literacy and language development aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

ii. Children's development of math and science concepts and skills aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

iii. Children's social-emotional development aligned with the *California Preschool Learning Foundations* and the *California Preschool Curriculum Frameworks*

iv. Implicit bias and culturally- and linguistically-responsive practices

v. Adverse Childhood Experiences (ACEs) and trauma- and healing-informed practice

vi. Curriculum selection and implementation

vii. Creating developmentally-informed environments

viii. Administration and use of child assessments to inform instruction

ix. Support for multilingual learners, including home language development and strategies for a bilingual classroom

x. Serving children with disabilities in inclusive settings, including Universal Design for Learning

xi. Engaging culturally- and linguistically diverse families

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Additionally, please submit a sample schedule for a minimum of nine hours of a summer or intersession day.

a. CSPP

1. Morning child care 7:00 am - 8:30 am
2. Instructional day 8:30 am - 1:30 pm
3. After-school child care 1:30 pm - 6:00 pm

b. Transitional Kindergarten

1. Morning child care 7:00 am - 8:30 am
2. Instructional day 8:30 am - 1:30 pm
3. After-school child care 1:30 pm - 6:00 pm

c. Kindergarten through Grade 5

4. Morning child care 7:00 am - 8:30 am
5. Instructional day 8:30 am - 2:30 pm
6. After-school child care 2:30 pm - 6:00 pm

c. Grade 6

1. Instructional day 8:30 am - 3:00 pm
2. After-school child care 3:00 pm - 6:00 pm

Expanded Learning Opportunities Program

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

***EC* Section 46120(b)(2):**

> [LEAs] operating expanded learning opportunities programs may operate a before-school component of a program, an after-school component of a program, or both the before and after-school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;
>
> (2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:
>
> (A) The department's guidance.
>
> (B) Section 8482.6.
>
> (C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.
>
> (D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 46120(b)(1)(A):**

> On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

***EC* Section 46120(b)(1)(B):**

> For at least 30 non school days, during inter-sessional periods, no less than nine hours of in-person expanded learning opportunities per day.

Expanded Learning Opportunities Program

***EC* Section 46120(b)(3):**

> [LEAs] shall prioritize services provided pursuant to this section at school sites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

***EC* Section 46120(b)(4):**

> [LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

***EC* Section 46120(b)(6):**

> [LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

***EC* Section 46120(c):**

> A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

***EC* Section 8482.3(d):**

> [LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.
>
> [LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

***EC* Section 8482.6:**

> Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program

that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

***EC* sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

Burbank Unified School District
Educational Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Narineh Barzegar, Director of Student Services
SUBMITTED BY:	Glenda Diaz, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Second Reading of Revised Board Policy and Administrative Regulations

Background:

All Board Policies and Administrative Regulations are required to be compliant and current based on State and federal law, program reviews, and for proper program implementation.

Discussion/Issues:

These Board Policies and Administrative Regulations aim to set the expectations for discipline.

The proposed changes in the attachments show the deletions of language that is outdated or no longer needed such as references to other Board policies following the format upgrades from the California School Board Association.

New langauge is in bold print.

Board Policy 4358 Employee Security
Administrative Regulation 4358 Employee Security

Board Policy 5131.2 Bullying
Administrative Regulation 5131.2 Bullying

Board Policy 5144 Discipline
Administrative Regulation 5144 Discipline

Board Policy 5144.1 Suspension and Expulsion Due Process
Administrative Regulation 5144.1 Suspension and Expulsion Due Process

Board Policy 5145.2 Freedom of Speech
Administrative Regulation 5145.2 Freedom of Speech

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board's second reading of the proposed revision to Board Policies and Administrative Regulations, as presented.

Policy 4358: Employee Security Status: ADOPTED

Original Adopted Date: 08/15/2013 | Last Revised Date: 10/07/2021 | Last Reviewed Date: 10/07/2021

The Board of Education desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

Any person who threatens the safety of others at any district facility may be removed by the Superintendent or designee in accordance with AR 3515.2 - Disruptions.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. Such measures may include seeking a temporary restraining order on behalf of the employee pursuant to Code of Civil Procedure 527.8 and/or a gun violence restraining order pursuant to Penal Code 18150 and 18170.

Additionally, a collective bargaining representative may seek a TRO on behalf of a district employee against whom harassment, violence, or credible threat of violence has been directed in the workplace, if the collective bargaining representative serves that employee in employment or labor matters at the employee's workplace. (Code of Civil Procedure 527.8)

Upon request by an employee who is a victim of domestic violence, sexual assault, or stalking, the Superintendent or designee shall provide reasonable accommodations in accordance with ~~Labor Code 230-230.1~~ **Government Code 12945.8** and the accompanying administrative regulation to protect the employee's safety while at work.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or the student's parent/guardian to recover damages for injury to the employee's person or property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of the employee's duties. (Education Code 48904, 48905)

The Superintendent or designee shall provide staff development in crisis prevention and intervention techniques, which may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

In accordance with law, the Superintendent or designee shall inform teachers, administrators, and/or counselors of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code 48201, 49079; Welfare and Institutions Code 827)

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code 22810. Any employee **authorized to carry or possess pepper spray on school property** who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

Reporting of Injurious Objects

Employees shall take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. Employees shall exercise their best judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, an employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Regulation 4358: Employee Security Status: ADOPTED

Original Adopted Date: 08/15/2013 | Last Revised Date: 10/07/2021 | Last Reviewed Date: 10/07/2021

An employee may use reasonable and necessary force for self-defense or defense of another person, to quell a disturbance threatening physical injury to others or damage to property, or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

An employee shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against the employee by a student or by any other individual in relation to the performance of the employee's duties, and any action the employee took in response. Reports of an attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

In addition, the employee and the principal or other immediate supervisor shall promptly report to local law enforcement authorities an attack, assault, or physical threat made against the employee by a student. (Education Code 44014)

Notice Regarding Student Offenses

When a student commits certain offenses that may endanger staff or others, the following procedures shall be implemented to notify staff members as appropriate:

1. Acts That Are Grounds for Suspension or Expulsion

    a. The Superintendent or designee shall inform the teacher(s) of each student who, during the previous three school years, has engaged in or is reasonably suspected to have engaged in any act, except the possession or use of tobacco products, that would constitute a ground for suspension or expulsion as specified in AR 5144.1 - Suspension and Expulsion/Due Process. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

    b. Upon receiving a transfer student's record regarding acts committed by the student that resulted in suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended from school or expelled from the former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

    c. Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 48201, 49079)

2. Offenses Reported to the District by a Court

    a. When informed by a court that a minor student has been found by the court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall expeditiously notify the school principal. (Welfare and Institutions Code 827)

    b. The principal shall expeditiously disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress and to any teacher or administrator directly supervising or reporting on the student's behavior or progress whom the principal thinks may need the information in order to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

    c. Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

    d. When a student is removed from school as a result of an offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the

student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

e. Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

In order to maintain confidentiality when providing information about student offenses to a counselor or teacher, the principal or designee shall send the staff member a written notification that a student has committed an offense that requires review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall initial the notification and shall also initial the student's file when reviewing it in the school office.

Accommodations for Victims of Domestic Violence, Sexual Assault, or Stalking

When requested by an employee who is a victim of domestic violence, sexual assault, or stalking, the district shall provide the employee reasonable accommodations which may include the implementation of safety measures, including: (Labor Code 230)

1. A transfer, reassignment, or modified schedule
2. A changed work telephone or work station
3. An installed lock
4. Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace
5. Referral to a victim assistance organization
6. Another safety procedure or adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime

The Superintendent or designee shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations that do not pose an undue hardship on the district. In determining whether an accommodation is reasonable, the Superintendent or designee shall consider any exigent circumstance or danger facing the employee. (Labor Code 230)

Upon the request of the Superintendent or designee, an employee requesting a reasonable accommodation shall provide a written statement, signed by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose. The Superintendent or designee may also request that the employee provide certification of the employee's status as a victim of domestic violence, sexual assault, or stalking. Such certification may include: (Labor Code 230)

1. A police report indicating that the employee was a victim
2. A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a licensed medical professional or health care provider, domestic violence or sexual assault counselor, victim advocate, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse
4. Any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or by an individual acting on the employee's behalf

Any verbal or written statement, police or court record, or other documentation identifying an employee as a victim shall be confidential and shall not be disclosed by the district except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be notified before any authorized disclosure. (Labor Code 230)

Every six months after the date of the certification, the Superintendent or designee may request recertification of the employee's status as a victim of domestic violence, sexual assault, or stalking or ongoing circumstances related to the crime or abuse. The employee shall notify the Superintendent or designee if, due to changing circumstances, the employee needs a new accommodation or no longer needs an accommodation. (Labor Code 230)

The district shall not retaliate against an employee because of the employee's status as a victim of crime or abuse or for requesting a reasonable accommodation, regardless of whether the request was granted. (Labor Code 230)

Use of Pepper Spray

The Superintendent or designee shall notify employees of the district's policy prohibiting the possession of pepper spray on school property or at school-related activities without prior approval of the Superintendent or designee. Employees wishing to carry pepper spray shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. The Superintendent or designee shall notify the employee in writing as to whether the request was approved or denied.

When approving an employee's request, the Superintendent or designee shall inform the employee of the following conditions:

1. The pepper spray shall be used only in self-defense pursuant to Penal Code 22810.

2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

3. The pepper spray must be stored in a secure place and not be accessible to students or other individuals. Negligent storage of the pepper spray may subject the employee to disciplinary action.

Policy 5131.2: Bullying Status: ADOPTED

Original Adopted Date: 03/07/2013 | Last Revised Date: 05/07/2020 | Last Reviewed Date: 05/07/2020

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

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

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

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

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

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

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

Regulation 5131.2: Bullying Status: ADOPTED

Original Adopted Date: 05/07/2020 | Last Reviewed Date: 05/07/2020

Examples of Prohibited Conduct

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images **which may be shared, sent, or posted publicly**. **Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm.** Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

4. Cyberbullying: An act **that occurs on electronic devices such as computers, tablets, or cell phones, act** such as sending demeaning or hateful text messages or emails, **direct messages or public posts on social media apps, gaming forums, or emails,** spreading rumors by email or by posting on social networking sites, **shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content,** or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. **Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection**

2. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

3. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying

4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias

6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences

2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

3. Identify the signs of bullying or harassing behavior

4. Take immediate corrective action when bullying is observed

5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

Information and Resources

The Superintendent or designee shall post on the district's web site, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6

2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8

3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6

4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media

6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.

7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

~~Within two business days of receiving a report of bullying,~~ **The** principal **or designee** shall notify the district compliance officer identified in AR 1312.3 **within 24 hours of business days of the reported bullying**.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

Policy 5144: Discipline Status: ADOPTED

Original Adopted Date: 04/04/2019 | Last Reviewed Date: 04/04/2019

The Board of Education is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, ~~staff~~ the principal or designee shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The ~~administrative staff~~ **principal or designee** at each school ~~may~~ **shall** develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the

student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.
At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

At the beginning of each school year, the Superintendent or designee may report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Regulation 5144: Discipline Status: ADOPTED

Original Adopted Date: 04/04/2019 | Last Reviewed Date: 04/04/2019

Site-Level Rules
Site-level rules shall be consistent with State law and Board policies and administrative regulations. In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For ~~junior high~~ **middle** and high schools, students enrolled in the school

Annually, site-level discipline rules shall be reviewed and, if necessary, updated to align with any changes in State law, district discipline policies and regulations, and/or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

School rules shall be communicated to students clearly and in an age-appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291.5)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when students' presence causes a danger to themselves or others or they commit a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

10. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

11. Recess restriction as provided in the section below entitled "Recess Restriction"

12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

15. Reassignment to an alternative educational environment

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

~~**When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)**~~

When a student is suspended, or other corrective measures are taken, for an incident involving racist bullying, harassment, or intimidation, the principal or designee shall ensure that both the victim and the student responsible participate in a restorative justice process appropriate to their individual needs.

In addition, the student responsible shall participate in a culturally responsive program designed to promote racial equity, increase understanding, and address racism and bias. The principal or designee shall also maintain regular contact with the victim to help ensure the student's ongoing safety and emotional well-being and to monitor for any lasting mental health concerns. (Education Code 48900.5)

When hate speech, racist bullying, harassment, or intimidation is directed towards a student, staff members, or another adult on the school campus or at a related event, discipline may include suspension from school.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

When disciplining a student who has been identified for special education and related services, the procedures specified in Administrative Regulation 5144.2 - Suspension And Expulsion/Due Process (Students With Disabilities) shall be applied. If a student has not been identified as a student with a disability and the district suspects the behavior that resulted in discipline may be based in an unidentified disability, the district shall conduct an evaluation to determine if the student has a disability which requires an IEP or 504 plan. (U.S.C. 1412(a)(3))

Recess Restriction
Teachers may restrict a student's recess time only when they believe that this action is the most effective way to bring about improved behavior. When recess restriction involves the withholding of physical activity from a student, teachers shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.

2. The student shall remain under a certificated employee's supervision during the period of restriction.

3. The student's teacher shall inform the principal of any recess restrictions imposed.

Detention After School
Students may be detained for disciplinary reasons for up to one hour after the close of the maximum school day, or until the departure of the school bus to which they have been assigned if applicable. (5 CCR 307, 353)

The student shall not be detained unless the principal or designee notifies the parent/guardian.

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

Community Service
As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may require a student to perform community service during non-school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)
This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students
At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

The Superintendent or designee shall also provide written notice of disciplinary rules to transfer students at the time of their enrollment in the district.

Policy 5144.1: Suspension And Expulsion/Due Process Status: ADOPTED

Original Adopted Date: 12/20/2018 | Last Revised Date: 06/18/2020 | Last Reviewed Date: 06/18/2020

The Board of Education desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension Authority

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities. **(Education Code 48900)**

On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student

found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

On a case-by-case basis, a student Board member(s) may make restorative justice recommendations to the Board regarding specific expulsion matters, in accordance with Board Bylaw 9150 - Student Board Members.

A vote to expel a student shall be taken in an open session of a Board meeting. **(Education Code 48918(j))**

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances **in accordance with Education Code 8489.1 and** as specified in AR 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to,

1. the number of students recommended for expulsion,
2. the grounds for each recommended expulsion,
3. the actions taken by the Board, **including whether the student was subsequently expelled and whether the expulsion order was suspended**
4. the types of referral made after each expulsion
5. the disposition of the students after the expulsion period**, including the completion of a rehabilitation plan or the successful readmission of the student, or both**
6. **the average length of expulsion terms, including any extensions**

For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, **long-term English learners,** students with disabilities, foster youth, and homeless students **experiencing homelessness**. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan**, which may include monitoring intervention effectiveness.**

Regulation 5144.1: Suspension And Expulsion/Due Process Status: ADOPTED

Original Adopted Date: 12/20/2018 | Last Revised Date: 06/18/2020 | Last Reviewed Date: 06/18/2020

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Education for students of the same grade level

2. Referral to a certificated employee designated by the principal to advise students

3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910**, so long as removal from a particular class does not occur more than once every five school days**

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in the sections "Additional Grounds for Suspension and Expulsion: Grades 4-12" and "Additional Grounds for Suspension and Expulsion: Grades 9-12" below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing prescription products (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

    Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, **former** 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

    No student may be disciplined prior to a finding being made pursuant to the grievance process established by 34 CFR 106.45, in accordance with Administrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures. However, a district may conduct a non-discipline removal of a student in emergency situations where there is an immediate threat to the health or safety of any student or other individual.

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

    Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

    Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student**(s)** in fear of harm to self or property; cause the student to experience a substantially detrimental effect on physical or mental health; or cause the student to experience substantial interferences with academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

    Bullying includes any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in the section "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

    Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

    Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

    a. A message, text, sound, video, or image

b. A post on a social network Internet web site, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of the student's age, or for a person of the student's age and disability. (Education Code 48900(r))

Burn page **means an internet website created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))**

Credible impersonation **means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated. (Education Code 48900(r))**

False profile **means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))**

An *electronic act* is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee may, as appropriate, engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. Additionally, the principal or designee may also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of $1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

However, students who voluntarily disclose their use of a controlled substance, alcohol, an intoxicant of any kind, or tobacco in order to seek help through services or supports may not be suspended solely for that disclosure. (Education Code 48900)

A student may not be suspended or expelled for disruption or willful defiance. (Education Code 48900)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

   Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

   Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

Additional Grounds for Suspension and Expulsion: Grades 9-12

Any student in grades 9-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level, including grades K-8. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, the student shall be appropriately supervised during the class periods from which the student has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.

A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if

either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which the student was suspended. (Education Code 48910)

Additionally, a teacher may refer a student, for any of the acts specified above in Education Code 48900, to the principal or designee for consideration of a suspension from school. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" for which a recommendation of expulsion is required. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if it is determined that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain the documentation in the student's record. (Education Code 48900.5)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, the student may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal.

   At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives the right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

   This notice shall state the specific offense committed by the student. (Education Code 48900.8) In addition, the notice ~~may~~ **shall** state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

   If school officials request to meet with the parent/guardian, **a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker,** the notice may state that the law requires the ~~parent/guardian~~ **individuals** to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian**, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker,** to attend such a conference. The student may not be denied reinstatement solely because the ~~parent/guardian~~ **individuals** failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

   a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

   b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

   c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

   d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

e. In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information that would violate a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.

2. The student shall have access to appropriate counseling services.

3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

4. The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, the Superintendent or principal shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense

2. Possession of any knife or other dangerous object of no reasonable use to the student

3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication or **(c)** other medication prescribed by a physician

4. Robbery or extortion

5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and parent/guardian**, or, when applicable, the person holding the right to make educational decisions for the student**, shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, the Superintendent or designee shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of the right to: (Education Code 48918.5)

1. Receive five days' notice of the scheduled testimony at the hearing
2. Have up to two adult support persons present at the hearing at the time the witness testifies
3. Have a closed hearing during the time the witness testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

   This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

   Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

   Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.
6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and ~~Homeless~~ Students Experiencing Homelessness, and Indigenous Children

If the student facing expulsion is a foster student **or Indigenous child,** the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

   Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

   If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to testify in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, a videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

   Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

   If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," and "Additional Grounds for Suspension and Expulsion: Grades 9-12" above. (Education Code 48918(h))

   Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

   In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

   a. Any complaining witness shall be given five days' notice before being called to testify.

   b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony.

   c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.

   d. The person presiding over the hearing may remove a support person who is disrupting the hearing.

   e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

   f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.

iii. The person conducting the hearing may:

a. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

b. Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

c. Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from school, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or open session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review~~, as well as assessment at the time of review, for readmission~~ **and a preliminary assessment for readmission at least 45 days before the end of the expulsion term. The plan shall be tailored to the student's needs and address the behavior that led to the expulsion.**

2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs **(Education Code 48916)**

The Board shall assist the student in locating accessible opportunities that are necessary to complete the requirements of the student's plan for rehabilitation, including, but not limited to, opportunities for counseling and community service. (Education Code 48916)

The Board shall not require the student or the student's parents/guardians to pay for any costs or services the Board determines to be necessary for the student to complete the student's plan of rehabilitation. (Education Code 48916)

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" (Education Code 48900.8)

2. The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)

3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)

4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior

2. The seriousness of the misconduct

3. The student's attitude toward the misconduct and willingness to follow a rehabilitation program The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12," "Additional Grounds for Suspension and Expulsion: Grades 4-12," or "Additional Grounds for Suspension and Expulsion: Grades 9-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)

4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance, or of any student acts involving the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate county or district law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

The Board shall receive notification from the County Superintendent of Schools, if at any time during the expulsion term and for any reason the County Superintendent is unable to serve the students expelled by the district. Upon notification, the Board shall ensure that another educational program is provided to the student for the duration of the expulsion order which may include entering into an agreement with a County Superintendent in another county to provide education services for the district's expelled students. (Education Code 48916.1)

Upon the change of a student's eligibility for an educational program or at the request of the student's parent/guardian, the Board shall review with the student and the student's parent/guardian the educational options for expelled students as outlined in the plan to provide education services to expelled students pursuant to Education Code 48926. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

   As part of the review process, the Board shall, upon being informed by the Superintendent or designee, indicate whether the student had access to the necessary resources to complete the student's rehabilitation plan. A rehabilitation plan that is not completed due to financial or transportation barriers or a lack of viable opportunities to complete a term of the rehabilitation plan shall not be a basis to deny the readmission of a student. (Education Code 48916)

2. The Superintendent or designee shall transmit to the Board a recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.

4. The Board may deny readmission only if it finds that the student **either:**

   a. has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees.

   b.

   That the student continues to exhibit documented behaviors that the student was expelled for or is documented to have committed one or more new acts during the expulsion term that would make the student eligible for another expulsion (Education Code 48916)

5. **If Board denies the readmission of a student pursuant to Item #4, the expulsion term may be extended for one semester at a time, at which point the student shall be reassessed for readmission pursuant to Item #1**

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

Policy 5145.2: Freedom Of Speech/Expression Status: ADOPTED

Original Adopted Date: 02/15/2007 | Last Revised Date: 05/01/2008 | Last Reviewed Date: 05/01/2008

The Board of Education believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Additionally, the Board is committed to providing a welcoming, safe, and supportive school environment that protects students from discrimination, harassment, intimidation, and bullying, or other types of expression prohibited by law.

On-Campus Expression
Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; **the use of official district or school websites or social media accounts identified and made available for such purposes;** the distribution of printed materials or petitions; the wearing of buttons, badges and other insignia; and the right of expression in official publications. **(Education Code 48907)**

~~Students' freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of all members of the school community. (Education Code 48907)~~

Students' freedom of expression shall be restricted only as established by this Board policy, the accompanying administration regulation, Education Code 234.1, 48907, and 48950, and other applicable state and federal laws. Such restrictions include, but are not limited to, prohibitions against students making any expressions or distributing or posting any materials that:

1. **Are obscene, libelous, or slanderous**
2. **Are discriminatory, harassing, intimidating, or bullying**
3. **Are likely to immediately incite action on district property or during district-sponsored programs or activities that is unlawful or that violates Board policies, administrative regulations, or other district or school rules**
4. **Substantially disrupt the orderly operation of the district**

Student expression that violates this Board policy or the accompanying administrative regulation may be subject to discipline in accordance with Board Policy/Administrative Regulation 5144 - Discipline, Board Policy/Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

School officials shall not engage in prior restraint of material prepared for official school publications except insofar as the content constitutes prohibited speech/expression as defined below.

The Superintendent or designee shall not discipline any high school student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may impose discipline for harassment, threats or intimidation unless constitutionally protected. (Education Code 48950)

On-campus student expression, including but not limited to any type of electronic communication, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety and/or well-being of students or school personnel.

Electronic Communications
School-related student speech, which is accomplished through electronic means, is subject to the same protection and regulation as other forms of student speech. Conduct or expression of opinion by a student, whether in class or out of class, that violates school regulations, substantially interferes with the educational process, or which disrupts the educational environment may subject a student to disciplinary action.

A student who commits any of the acts enumerated under Education Code, Section 48900, et seq. via any electronic medium including, but not limited to, electronic mail or external web sites, may be subject to discipline as described in that section.

Prohibited Speech/Expression
Students' freedom of expression shall be limited only as allowed by Education Code 48907, 48950, and other applicable state and federal laws.

Students are prohibited from making any expression or distributing or posting any materials that are harassing, threatening, intimidating or obscene, libelous or slanderous. Students are also prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation. (Education Code 48907)

The use of "fighting words" or epithets is prohibited in those instances where the if speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an abusive manner in a situation that presents an actual danger that will cause a breach of the peace.

School officials shall not engage in prior restraint of material prepared for official school publications except insofar as the content of the material violates the law. (Education Code 48907)

The Superintendent or designee shall not discipline any high school student solely on the basis of speech or other communication that would be constitutionally protected when engaged in outside of school, but may impose discipline for harassment, threats, or intimidation unless constitutionally protected. (Education Code 48950)

Off-Campus Expression
~~A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet web sites and other electronic communication devices when such expression poses a direct threat to the safety and/or well being of other students, staff, or school property, or substantially disrupts the education program. The Superintendent or designee shall document the impact the expression had or could be expected to have on the school program.~~

Off-campus student expression, such as electronic expression via a personal device or online expression via a personal social media account, may subject a student to discipline when such expression poses a threat to the safety of other district students, staff, or property, or does or is likely to substantially disrupt the district's educational program. As necessary, the Superintendent or designee shall document the actual or expected impact of the expression.

Regulation 5145.2: Freedom Of Speech/Expression Status: ADOPTED

Original Adopted Date: 03/15/2007 | Last Revised Date: 05/01/2008 | Last Reviewed Date: 05/01/2008

Distribution or Posting of Printed Materials and Circulation of Petitions

1. Prior approval by Principal/designee required

   All school related printed matter that students seek to distribute or post on campus or in the immediate vicinity of school property including, but not limited to, all petitions, circulars, leaflets, posters, banners, and newspapers shall be submitted to the principal/designee for approval prior to such distribution or posting. Such material shall not be distributed or posted on campus until such time as the principal/designee approves of the distribution or posting. Such material shall be approved unless the material contains prohibited speech or expression as defined in Board policy 5020. The principal or designee must render a decision upon any materials submitted no later than seven school days after receipt thereof. Any student may appeal a decision concerning this policy to the Superintendent who shall, after review, render a final decision.

   In accordance with Board Policy 1325, "No staff member shall communicate or distribute, or permit another person to communicate or distribute to any school any notice relating to other than school matters without first obtaining the Superintendent's permission."

2. Time/Place/Manner Restrictions

   a. Coercion shall not be used to induce students or any other person to accept printed matter or to sign petitions; neither shall any funds or donations be collected for any material distributed. Students may collect signatures on petitions concerning school or non-school issues.

   b. All printed matter distributed, circulated, or posted on campus or in the immediate vicinity of school property shall bear the name and the address or contact location of the sponsoring organization or individual.

   c. The number of students or groups of students that may distribute materials in anyone day may be limited. Only students of the individual school shall be accorded the privilege of distributing materials on school premises.

   d. Distribution shall be limited to outdoor areas, designated by the principal. The place and activity of distribution shall not interfere with the normal flow of traffic within the school corridors and entrance walkways nor impede entrance to or exits from school premises.

   e. Distribution of printed matter shall be limited to the hours before school begins, during the lunch hour, and after school is dismissed. No class time shall be utilized for distribution of non-school materials.

   f. No written materials distributed or circulated pursuant to this policy shall be left unattended or stacked for pickup while unattended at any place in the school or school grounds or property in the immediate vicinity of the school.

   g. School authorities may restrict the use of certain bulletin boards to school announcements. Other bulletin board space may be designated for the use of students and student organizations for posting notices relating to out-of-school activities or matters of general interest to students.

   h. Notices or other communications must be officially dated with the valid posting dates, and such material must be removed when the valid posting date expires to assure full access to the bulletin boards. The valid posting dates must allow a reasonable time for access to the bulletin boards.

   i. **At the principal or designee's discretion, any materials or petitions may be required to include a disclaimer indicating that views, ideas, and opinions expressed in the materials or petitions are not sponsored by and do not necessarily reflect those of the school or district.**

School-Sponsored Publications

Students shall have the right to exercise freedom of speech and of the press in official school publications, except for expression that is obscene, libelous, slanderous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (Education Code 48907)

1. Definition

   a. Official school publications shall be defined as any material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free of charge or for a fee. The district shall be considered the publisher of such material. **(Education Code 48907)**

   b. The overriding purpose of an official school publication is instructional, with an intent of providing an educational experience. As such, it requires guidance and direction, as does any other subject in the curriculum. A school publication differs from non-campus publications in that: 1) it is financed by the school district and the student body; 2) it is as an official school vehicle for communicating with students and their parents; and 3) it is supervised by school faculty members to maintain professional standards of English and journalism and to maintain the provisions of Education Code 48907 and Board policy 5020.

2. Guidelines

   The following guidelines shall govern the production of official school publications in the district:

   a. **Each principal may develop a school publications code outlining the responsibility of the students who produce or support the production of content for official student publications and the staff who serve as advisors of official student publications.**

      All official student publications shall be held to professional standards of language and journalism. (Education Code 48907)

   b. **At the principal's discretion, all official student publications may be required to include a disclaimer indicating that views, ideas, and opinions expressed in official student publications do not necessarily reflect those of the school or district.**

   c. The major function of an official school publication is one of instruction and education. In its secondary function as a vehicle for communication with students and parents, primary emphasis should be given to topics that are of interest to students. Students may deal with international, national, state, community, or school issues.

   d. Practices and policies of the school or the district may be discussed and constructively criticized.

   e. A district committee shall be responsible for developing and implementing a statement of journalistic standards relating to accuracy, truth, objectivity, journalistic style, and presentation of all views of controversial issues.

   f. Editorials may freely aim constructive criticism at school organizations, procedures, and policies, but such criticism should reflect the opinions of a cross-section of the publication staff. Editorial columns which express only the opinion of the writer shall be bylined.

   g. As space permits, editorial pages shall be open to any students wishing to express their ideas or to rebut editorials in a letter. School newspapers shall print a fair selection and accurate representation of the letters they receive.

   h. Student editors of an official school publication shall be responsible for assigning and editing the news, editorial, and feature content of that publication. However, it shall be the responsibility of the faculty adviser to supervise the production by the student staff, to maintain professional standards of English, other languages, and journalism and to implement the directives set forth in district policy and/or administrative regulations.

   i. The district shall be the publisher of all school publications. School publications shall not include prohibited speech as defined in Board policy 5145.2. The contents of all official school publications shall comply with 48907 of the California Education Code, Board policy 5145.2, and other applicable laws.

      If the principal considers material submitted for publication to violate Education Code 48907, he/she shall notify the student, without undue delay, and give specific reasons why the submitted material may not be published. Absent extraordinary circumstances, such notice should be given in sufficient time to allow the student time to either modify the materials or to seek review of the principal's determination from the Superintendent or designee. Prior to any restriction of student speech, school officials shall consider any feasible alternative options to restricting the speech.

j. The principal or designee of each school shall be the person to review any disputes over inclusion of material in official school publications or concerning the implementation of this policy and shall exercise any administrative responsibility required by Board policy. The principal or designee must render a decision upon any dispute submitted concerning the content of official school publications no later than seven schooldays after receipt thereof. Any student may appeal a decision concerning this policy to the Superintendent who shall, upon review, render a final decision.

k. **If a staff advisor to an official student publication or other school staff with similar responsibility determines that material intended for inclusion in an official student publication violates the accompanying Board policy or this regulation, the staff advisor or other school staff shall first consider any feasible alternative options to limiting the material. If no other option is feasible, the staff advisor or other school staff shall notify the official student publication, via the student editor-in-chief or similar position, and the student authors of the material without undue delay and shall provide specific reasons for why the submitted material may not be published. Absent extraordinary circumstances, such notice shall be given in sufficient time to allow the official student publication or the student authors to either modify the material or request review by the Superintendent or designee.**

Clothing, Buttons, and Badges

Permissible buttons, badges, armbands, and clothing bearing slogans or sayings may be worn at all times. A student shall not wear buttons, badges, armbands, or other clothing bearing slogans or sayings that either:

1. Intrudes upon the rights of other students including, but not limited to, derogatory and injurious remarks directed at students' minority status such as race, religion, and sexual orientation.

2. Causes substantial disruption to school activities.

No employee shall interfere with a student's wearing of such items solely on the grounds that the message may be controversial or unpopular with students or staff. **(Education Code 234.1, 48907)**

Disciplinary Action

Any student who willfully and knowingly distributes any petition, circular, newspaper, and other printed matter; or wears any buttons, badges or other insignia; or posts on a bulletin board any item which violates the stated prohibitions in Board policy 5145.2 shall be subject to disciplinary action in accordance with established disciplinary procedures of this school district.

Student Participation in Civic or Political Events

Upon providing advanced notice and in accordance with Board Policy/Administrative Regulation 5113 - Absences and Excuses, a student in middle or high school shall be permitted one excused absence per school year in order to participate in a civic or political event such as voting, poll working, strikes, public commenting, or attending candidate speeches, political or civic forums, or town halls. (Education Code 48205)

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services in 2026-2027

Background:

The Family Service Agency of Burbank (FSA) provides counseling services to members of the Burbank community. FSA has also been providing group and individual counseling services to students at all elementary and secondary schools in Burbank. Most of these programs have been supported by funding from the City of Burbank and FSA, and school staff has reported very positive results. FSA began to expand counseling services to include elementary schools in 2007 starting with Providencia Elementary. For the past several years, FSA has been providing these services to all elementary, secondary schools, and on alternative campuses.

During the 2015/2016 school year, Family Service Agency of Burbank (FSA) opened an on-site Wellness Center at Burbank High School (BHS). An additional on-site Wellness Center was opened at John Burroughs High School (JBHS) in the spring of 2017. These Wellness Centers were opened because of an identified need to offer students a tranquil and supportive respite to collect their thoughts and share their feelings in an environment staffed with therapists from FSA. Since opening, the programs at both schools have served hundreds of students and have become a valuable resource for the District. After the 2017-2019 school year, the name, "Wellness Center" at each comprehensive high school was changed to "Student Care Center."

District Wide Goals for 2025-2026:

1.0 Students will be career/college ready via high-quality instruction
2.0 Students and Staff will be physically, emotionally and mentally healthy.

Discussion and Issues:
In 2024-2025, The Burbank City Council recommended that the City of Burbank continue to fund the counseling services provided by FSA needed at all schools in the Burbank Unified School District. The City of Burbank has agreed to provide $245,000 for this program. Additional funding was provided by Family Service Agency to support these services, as well as $142,000 from the District LCAP Supplemental funds.

FSA staff will meet with students during the school day as resources allow. Students will receive group counseling and/or individual counseling referrals to be made by a school counselor, psychologist, teacher, assistant principal, principal or parent. Students will be eligible for counseling services when their parents or guardians have signed Informed Consent and Release of Information forms. The overall goal will be to promote skills that build resilience and improve the student's ability to succeed.

Fiscal Impact:

The contract period will be effective July 1, 2026 through June 30, 2027. The District will contribute $142,000 LCAP supplemental Funds to support these counseling services provided by FSA.

Recommendation:

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 $142,000 (010-01500.0-71500-31100-5810-7420000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

Family Service Agency of Burbank

ELEMENTARY, MIDDLE & HIGH SCHOOL AGREEMENT 2026-27.

The Burbank Community Youth Mental Health CARE Program

at Burbank Unified School District.

This agreement made and entered into on July 1, 2026 between Burbank Unified School District, hereinafter referred to as "District", and Family Service Agency of Burbank, hereinafter referred to as "BurbankFSA" for the purpose of providing mental health services on "District" school campuses as allowed by program design and resources.

PROGRAM DESCRIPTION

Mission and Scope of Services

The Burbank Community Youth Mental Health CARE Program (CYMH-CARE Program) is dedicated to protecting youth from adversity, fostering socio-emotional learning, and promoting psychological well-being within the "District" campuses and the Burbank community. The program ensures that young people have access to high-quality, community-based health care, which is critical for their overall healthy development and well-being. This support helps students manage mental health challenges that may impact their learning, behavior, and social-emotional development.

Partnership History

Established in 2002, a collaborative partnership was created between the "District," the City of Burbank, and "BurbankFSA." This partnership has since grown to provide both individual and group counseling services to students across a variety of school settings.

Schools Served

- 11 Elementary Schools
- 3 Middle Schools
- 2 High Schools
- 1 Alternative School
- 1 Adult School

In addition to these campuses, services are also extended to students enrolled in the "District's" Independent Learning Academy.

Point of Contact

Communication shall be performed weekly between the Superintendent or designee and the Executive Director of FSA.

Focus of Therapeutic Services

The CYMH-CARE Program provides individual and group sessions that address a variety of issues, including depression, anxiety, self-harm, isolation and alienation, substance abuse, all forms of violence, relationship concerns (both peer and family), and emotional regulation.

Collaboration for Student Well-Being

Through this partnership, the “District” and “BurbankFSA” leadership agree to collaborate closely on matters related to student mental health. Both organizations prioritize the well-being of students by coordinating efforts to address their needs. This approach fosters a supportive environment where students’ mental health and wellness remain at the forefront of program planning and implementation.

ACCESSING CARE

Referral and Assessment Process

Access to the BYMH-CARE Program is initiated when school staff—such as a principal, psychologist, counselor, or teacher—refer a student for services. After the referral packet is submitted by the District, a “BurbankFSA” Director, together with the student’s parent or guardian, conducts an assessment to determine the student’s needs. Upon completion of this assessment, a “BurbankFSA” therapist is assigned to the student to provide weekly care/treatment. The entire process, from referral submission to the start of therapy, typically takes about three weeks.

Throughout the process, several challenges may arise. These include difficulties accessing suitable facilities, coordinating schedules among staff, students, and school sites, and parent/guardian engagement.

Referral Status Reporting

“BurbankFSA” leadership maintains and shares a confidential Referral Status Report with the District designee using a Google Doc platform or other secure platform, facilitating ongoing communication and transparency throughout the referral process.

Special Considerations for Students with IEP or 504 Plans

When a student who has an Individualized Education Program (IEP) or a 504 plan is referred to the BYMH-CARE Program, District staff are responsible for providing a copy of the student’s plan to the BYMH-CARE Program Director prior to scheduling the assessment. This step ensures that all necessary accommodations and supports are considered during the program’s intake and evaluation process. It is understood that the BYMH-CARE Program, as provided by “BurbankFSA” on school campuses, does not replace the specialized services offered through “BurbankFSA’s” SPED Mental Health Program.

Costs and Additional Resources

In support of the BYMH-CARE Program’s youth services, “BurbankFSA” conducts two annual fundraisers. These events help generate financial resources to sustain the partnership and its activities both on school campuses. Additionally, the City of Burbank has a 24-year history of granting to “BurbankFSA” funds in support of the BYMH-CARE Program services.

The design and capacity of the BYMH-CARE Program, as well as its ability to enroll students and provide care, are directly determined by the resources available to the program. This means that the scope of services and the number of students who can participate depend on the funding and support that can be secured.

PROGRAM SCOPE AND IMPACT

The BYMH-CARE Program is expected to provide the “District” with a minimum of 6,000 units of direct clinical care each year, supporting a minimum of 450 youth across identified elementary, middle, and high schools. The positive effects of the program will extend beyond the students who receive direct services, benefiting their classmates, teachers, families, neighborhoods, and the wider Burbank community.

Students will participate in the BYMH-CARE Program at scheduled intervals. While the primary focus remains on meeting the needs of the youth, parental involvement will be included as needed during and after school hours, as indicated, to reinforce and support each student’s therapeutic process.

Continuing with the tradition established by the partnership, “BurbankFSA” will also continue to respond to unanticipated critical needs identified by the “District” that may not be specifically outlined in this agreement, provided that adequate resources are available.

Program Location

The “District” services will typically be delivered directly on school campuses, ensuring accessibility for students and supporting their educational environment. In rare situations where, clinical needs require a different setting, an alternative location may be considered. This decision will be made collaboratively between "BurbankFSA" and the student’s parent(s) or guardian(s), ensuring that any change in location or modality (telehealth) is in the best interest of the student and agreed upon by all parties.

The "District" will work closely with “BurbankFSA” to identify and set up appropriate therapeutic spaces for both individual and group CARE sessions within the program. This collaboration helps ensure that students have access to environments that foster their well-being and support their participation in the therapeutic process.

Dates of Implementation and Completion

The program is scheduled to operate in accordance with the established school calendar, from July 1, 2026, and completed on June 30, 2027, ensuring alignment with the academic schedule and school-based activities.

Staffing

The program employs the necessary clinical, educational, and administrative personnel to effectively fulfill the scope of work and ensure the delivery of quality services.

“BurbankFSA” is highly regarded as a leading mental health training site in the region, operating with a commitment to excellence comparable to that of a distinguished teaching hospital. Each year, "BurbankFSA" supports the professional development of approximately 45 graduate students pursuing master's and/or doctoral-level degrees through a comprehensive training program.

The "BurbankFSA" team consists of a diverse group of highly skilled licensed clinicians, as well as individuals who are working toward clinical licensure in California. These professionals deliver quality mental health services under the close supervision and mentorship of an experienced and diverse group of senior clinicians. The dual mission of "BurbankFSA" is to provide accessible, high-quality mental health care to the community and to cultivate the next generation of mental health providers. This unique collaborative model ensures that the partnership can offer seamless access to community-focused mental health services while fostering the professional growth of future clinicians.

Equipment and Supplies

All equipment and supplies necessary for the operation of the program will be provided exclusively by "BurbankFSA." This includes any materials required to support the implementation of services, ensuring that staff and students have access to the resources needed to achieve program goals. By maintaining responsibility for equipment and supplies, "BurbankFSA" helps ensure consistency and quality across all program activities.

GENERAL PROVISIONS

Modifications and Amendments

Any changes or modifications to this agreement must be documented in writing and signed by both “BurbankFSA” and the "District." This process ensures that all parties are fully aware of and agree to any adjustments made to the terms of the contract.

Administrative changes that do not alter the mental health services provided under the agreement may be implemented at any time during the contract period. Such changes require mutual consent from both “BurbankFSA” and the "District." This approach allows for flexibility in managing the administrative aspects of the agreement while maintaining the integrity of the mental health services.

Independent “BurbankFSA” Status

For the purposes of this agreement, “BurbankFSA” shall operate as an independent contractor. At no time will “BurbankFSA” be considered an officer, employee, or agent of the "District." This distinction ensures that “BurbankFSA” is fully responsible for its operations and personnel, and is solely responsible for fulfilling its contractual obligations without direct oversight or intervention from the "District."

Termination

Either party to this agreement may initiate termination by providing the other party with written notice at least one hundred twenty (120) calendar days in advance. This termination clause allows both “BurbankFSA” and the "District" sufficient time to prepare for the conclusion of services and ensures an orderly ethical transition or cessation of care.

Inspection and Audit

“BurbankFSA” agrees to provide the "District" with reasonable access to all relevant books, documents, papers, reports, records, or other materials related to the execution and administration of this contract upon receiving a reasonable request. Such access is intended to support the "District" in fulfilling its oversight and audit responsibilities. In complying with

these requests, “BurbankFSA” will continue to adhere to all current state laws and regulations concerning the confidentiality of mental health service records.

Confidentiality

“BurbankFSA” will continue to work collaboratively and in good faith with students, parents/guardians, District staff, and community partners to support timely access to care, promote student safety and well-being, and strengthen the mental health support available to all youth served through this partnership.

It’s understood that all information obtained by “BurbankFSA” in the course of providing services under this Agreement shall be considered confidential and shall be maintained, protected, and disclosed only in accordance with all applicable federal and state laws, regulations, and professional ethical standards governing student records, mental health services, and confidentiality, including but not limited to applicable provisions of HIPAA, FERPA, and California law. “BurbankFSA” shall not release, disclose, or share confidential information with any third party without appropriate written authorization from the legally authorized individual or entity, except as otherwise permitted or required by law, including circumstances involving mandated reporting, risk of harm, or legal obligation.

Indemnification

“BurbankFSA” shall, at its own expense, cost, defend, hold harmless, and indemnify "District" and its officers, agents, and employees from all liabilities and claims for damages for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from the negligence of “BurbankFSA”, its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless, and indemnify “BurbankFSA” and its officers, agents, and employees from all liability and claims for death, sickness, or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "District", its agents, or employees.

Insurance

During the entire term of this contract and any extension or modification thereof, “BurbankFSA” shall keep in effect a policy or policies of comprehensive general liability insurance, $2,000,000 per occurrence- covering the acts, omissions, and operations of BurbankFSA, its employees, volunteers, agents, and clients, and Sexual Molestation and Abuse coverage, $3 million per occurrence/$3 million aggregate.

“BurbankFSA" shall, at its own cost and expense, procure and maintain insurance under the Worker's Compensation Law. All policies will name the "District' as Additional Insured.

Notices

All notices required under this contract must be provided in writing. Notices may be sent using certified or registered mail, with postage prepaid, to ensure proper delivery and documentation. Any notice directed to the "District" must be addressed to the Superintendent. Notices intended for “BurbankFSA” should be sent to the Executive Director at the address specified in this contract for “BurbankFSA.” The effective date of any notice will be based on the postmark date.

Payment Provisions & Reporting

Payment invoices are to be submitted to the "District" monthly and will be payable within thirty days from the date of receipt. For the contract year 2026-27, the payment amount shall not exceed $142,000. In addition, “BurbankFSA” will provide the "District" with a quarterly report, which will include information on the campus served, number of therapists assigned, number of students served, and units of care provided and primary and secondary referral trends.

IN WITNESS WHEREIN

The parties hereto have executed this agreement to be as of the day and first above written. The contract is effective July 1, 2026, to June 30, 2027, ending at 12:00 PM unless terminated earlier as stated herein.

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

SIGNATURE: _____ DATE: _____
Oscar Macias, Ed.D., Interim Superintendent

FAMILY SERVICE AGENCY OF BURBANK
2721 West Burbank Boulevard Burbank, CA 91505

SIGNATURE: _____ DATE: _____
Laurie Bleick, Executive Director

BURBANK UNIFIED SCHOOL DISTRICT
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent, Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent, Educational Services
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Extended Agreement Between Burbank Unified School District and YMCA of Metropolitan Los Angeles

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Background:
On May 6, 2021, the Board of Education approved the original agreement between the Burbank Community YMCA and Burbank USD transitioning child care services to the Burbank Community YMCA at Horace Mann Children's Center which began on July 1, 2021. The attached Agreement has been previewed by the YMCA staff and by Burbank USD staff.

Discussion/Issues:
The salient points to the original Agreement include that the Burbank USD and YMCA come to an agreement, as follows:

- The YMCA must be eligible, submit, and be approved for State licensing as State licenses are not transferrable
- The YMCA plans to offer child care for children ages 3 months to 5 years as services are increased as allowed by the State license
- The Burbank USD would not provide any financial support to the YMCA child care program at Horace Mann
- Burbank USD would provide the facility consisting of a school office, health office, staff lounge, supply room, up to 8 classrooms including an infant room, an auditorium, a playground, a boys and girls restroom, and an adult restroom as allowed by State licensing
- The YMCA would enter into a Facilities Use Agreement with the District
- The YMCA would determine the salary and benefits of the newly employed staff
- The selected organization would follow State law on payroll
- The Burbank USD program would be operated through Monday, August 31, 2026
- The first day of the program had been mutually agreed upon for July 1, 2021
- The YMCA child care program would operate from 7:00 a.m. until 6:00 p.m. from Monday through Friday.
- Burbank USD would maintain the current instructional materials and furniture at Horace Mann Children's Center for use by the YMCA

- The YMCA would provide professional development for staff and continue to increase the capacity of the staff
- If allowed by Child 360, the YMCA would continue to work with Child 360 for staff support
- The YMCA would provide a quarterly report to the Board of Education on enrollment, staffing, and financials

An extension of the agreement is being requested as the Burbank YMCA main campus childcare location is undergoing renovations.

Fiscal Impact

The Burbank Unified School District agrees to extended Agreement with the YMCA of Metropolitan Los Angeles to operate the child care program at the Horace Mann Children's Center, effective July 1, 2026 through August 31, 2026. The Burbank Unified School District agrees to lease the Horace Mann Children's Center free of charge for the duration of the contract per Education Code 38134. A Facilities Use Agreement would be prepared and agreed to as part of the full arrangement.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the extended Agreement between the Burbank Unified School District and the YMCA of Metropolitan Los Angeles, to provide child care services, effective July 1, 2025 through August 31, 2026, and the authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

AGREEMENT FOR USE OF SCHOOL FACILITIES
BETWEEN
BURBANK UNIFIED SCHOOL DISTRICT
AND
YMCA OF METROPOLITAN LOS ANGELES

This agreement ("Agreement") is entered into effective May 22, 2026 ("Effective Date") by and between the BURBANK UNIFIED SCHOOL DISTRICT, a California public school district ("DISTRICT"), and the YMCA OF METROPOLITAN LOS ANGELES, a California non-profit corporation ("YMCA").

RECITALS

WHEREAS, the DISTRICT recognizes the tremendous need for childcare for eligible children including, but not limited to those who may be attending DISTRICT schools;

WHEREAS, the YMCA has the expertise and staff to provide these needed services; and

WHEREAS, the DISTRICT owns the Horace Mann Children's Center located at 3401 Scott Road in Burbank, California ("Facilities"), which Facilities are currently operated, in part, for the provision of childcare services by the DISTRICT, and are not needed for school purposes; and

WHEREAS, the YMCA has requested that the DISTRICT grant the use of school Facilities in accordance with California Education Code section 38130 et. seq., to provide the contemplated childcare services; and

WHEREAS, California Health & Safety Code, § 1596.80 and its implementing regulations found in California Code of Regulations, Title 22, § 101156 require that the YMCA have the appropriate State license(s) to operate a childcare center; and

WHEREAS, the YMCA is in the process of applying for the necessary State license(s); and

WHEREAS, the Parties enter into this Agreement to provide for the terms and conditions under which YMCA will provide the anticipated childcare services in the Facilities.

AGREEMENT

NOW, THEREFORE, each of the parties to this Agreement hereby agrees it as follows:

1. Term. The term of this Agreement is from July 1, 2026 to August 31, 2026, unless otherwise terminated by the provisions of this Agreement.

2. Facilities Use. The DISTRICT grants to the YMCA the right to use the Facilities located at Horace Mann Child Care Center consisting of up to eight (8) classrooms including an infant room, an auditorium, a playground, student restroom facilities, an adult restroom, fencing, parking lots, and utility connections, and are hereto referred to as the "Facilities," as more fully described and depicted in Exhibit A, attached hereto and incorporated herein by reference. The DISTRICT and the YMCA shall execute a Facility Use Agreement, included herein as Exhibit A, to establish further terms for the YMCA's use of the Facilities pursuant to this Agreement.

   YMCA shall permit the DISTRICT or DISTRICT agents, representatives or employees to enter the Facilities at all reasonable times and with reasonable notice of at least two hours for the purpose of inspecting the Facilities to establish YMCA's use in compliance with this Agreement and applicable laws, as well as for the purpose of performing other lawful acts that may be necessary to protect DISTRICT's interest in the Facilities.

3. Facility Use Fee. Pursuant to the Facilities Use Agreement, the YMCA shall pay a Use of Facilities fee as set forward in the attached Facilities Use Agreement (Exhibit A), prorated for any partial year, to be adjusted annually ("Facility Fee") and billed for actual facilities space(s) used; the schedule of fees is presented in Exhibit B. The Facility Fee shall be payable in equal monthly installments, on or before the first day of each month commencing on July 1, 2021 OR August 1, 2021. The Facility Fee shall be payable to the DISTRICT at the address provided in Section 21 below or at such other address as DISTRICT may from time to time designate in writing. The Facility Fee shall increase once each year on the anniversary date of the Agreement by July 1.

   Exhibit C contains a Description and Depiction of the Horace Mann facility.

4. Childcare Program. The YMCA agrees to use the Facilities only to operate a licensed childcare program ("Program"). YMCA shall do all of the following in its operation of the Program:

   a. provide staff who are trained and licensed as may be required by applicable federal, state or local laws, regulations or ordinances;

   b. be solely responsible for the recruitment, selection, evaluation, training and all other aspects of the employment of staff and volunteers;

   c. have all staff and volunteers fingerprinted and background checks conducted as required by law;

   d. provide appropriate supervision, including on-site monitoring and supervision, to all YMCA staff and volunteers;

   e. follow all applicable DISTRICT policies and regulations; and

f. in light of the COVID-19 outbreak, implement, to the extent required or feasible, social distancing and other measures in adherence with the most current requirements or guidelines issued by state and local public health officials.

5. Margin Share. The YMCA shall pay to the DISTRICT an amount equal to ten percent (10%) of the gross margin generated by YMCA from the operation of the Program ("Margin Share"). For purposes of this Agreement, the term "revenue" shall mean fees generated to pay for child care services less direct costs. The Margin Share shall be paid to the District annually within thirty (30) days of the end of the District's academic calendar for each year of the Term.

   The YMCA shall, with each Margin Share payment, submit to DISTRICT in writing, certified by an authorized representative of YMCA, a statement calculating the margin, total revenues collected by YMCA less direct costs, for the preceding academic year.

   In exchange for the Margin Share, DISTRICT will waive fees for the common areas of the facility, including but not limited to School Office, Health Office, Staff Lounge, Auditorium, and student and adult restrooms.

   The District acceptance of the Margin Share payment shall be without prejudice to the District's right to either an examination or audit of YMCA's books and records of its revenue from operation of the Program in order to verify the accuracy of the Revenue Share payment.

   YMCA's failure to pay the Margin Share shall constitute a material breach of the Agreement and be a basis for termination of the Agreement by the DISTRICT.

6. Facilities Alterations. Except as otherwise provided in this Agreement, YMCA shall not, without prior written consent of the DISTRICT, make any alterations, improvements, additions, or utility installations in, on, or about the Facilities, except for nonstructural alterations involving partitioning of the interior of the Facilities not exceeding $10,000 in cumulative costs, during the term of this Agreement. In no event shall YMCA make and change or alteration to the exterior of the FACILITIES without DISTRICT's prior written consent. Any alterations, improvements, additions or utility installations in or about the

FACILITIES that YMCA may desire to make and which requires the consent of the DISTRICT shall be presented to DISTRICT in written form, with proposed plans. As used in this paragraph the term "utility installation" shall mean electrical distribution systems and panels, lighting fixtures, heating and air conditioning fixtures, and plumbing. YMCA shall give DISTRICT not less than ten (10) days' notice prior to the commencement of any work in the Facilities.

Upon the expiration of the Term or sooner termination of this Agreement, all improvements, alterations, additions, and betterments to the Facilities shall remain upon and be surrendered with the Facilities as part thereof and title thereto shall vest in DISTRICT without compensation therefor to YMCA.

7. Liens. YMCA shall keep the Facilities and every part thereof free and clear of any and all mechanic's materials, and other liens for or arising out of or in connection with YMCA directed work or labor done, services performed, or materials or appliances used or furnished for or in connection with any operations of YMCA. YMCA shall pay, when due, all claims for labor or materials furnished to or for YMCA at or for use in the Facilities, including claims which are or may be secured by any stop notice, mechanics or material's lien against the Facilities or any interest therein.

8. Signs. With DISTRICT's approval, which will not be unreasonably withheld, YMCA may erect and maintain on the Facilities, at YMCA's sole cost and expense, a sign advertising YMCA's business and/or enterprise. Any installation of signs or graphics on or about the Facilities, shall be subject to any applicable governmental laws. Any sign or label placed on the Facilities, fixtures or equipment shall be removed by YMCA at the expiration of this Agreement, and the cost of repairs for any damage to the Facilities is caused by their removal or installation of the sign shall be borne by YMCA.

9. Maintenance and Custodial Services. The regular maintenance and repair of the Facilities are the responsibility of the DISTRICT, the cost of which shall be borne solely by the DISTRICT. YMCA shall be responsible to DISTRICT for the costs of extraordinary maintenance or repair of damage required as a result of acts or omission in the use of the Facilities by YMCA and its employees, agents, contractors and visitors.

   The DISTRICT shall pay the costs of utility services to the Facilities. The District shall provide custodial services to the Facilities, based on a rate of Twenty-Five Dollars ($25.00) per hour. The YMCA shall pay 40 percent of the hourly, or Ten Dollars ($10.00) per hour.

10. Taxes and Assessments. Pursuant to Section 107.6 of the California Revenue and Taxation Code, DISTRICT hereby notifies YMCA that a possessory interest with respect to the Facilities may be created and/or continued pursuant to this Agreement and may subject YMCA to property tax or possessory interest assessment. YMCA shall bear the payment of all property taxes, possessory interest assessment, and related charges and expenses attributable to YMCA interest in the Facilities by the creation of this Agreement. YMCA acknowledges that the foregoing complies with Section 107.6 of the Code. YMCA shall

indemnify, defend and hold harmless DISTRICT against all taxes, assessments and charges.

11. Termination. This Agreement may be terminated upon ninety (90) days written notice to the YMCA should the DISTRICT reasonably determine that is has a need for the Facilities. This Agreement shall also terminate upon twenty-four (24) hours written notice to YMCA should YMCA cease utilizing the Facilities as a reduced fee childcare center for eligible children including, but not limited to those who attend DISTRICT schools. Either DISTRICT or YMCA may, by written notice to the other Party, terminate this Agreement at any time because of the failure of the non-terminating Party to fulfill its contractual obligations. The terminating Party shall give the non-terminating Party written notice of the alleged performance deficiencies. The non-terminating Party shall have ten (10) business days to effect a cure for the performance deficiencies ("Cure Period"). If the non-terminating Party timely cures, the notice of termination shall be of no force and effect. If the non-terminating Party fails to timely effect a cure, then the Agreement shall be terminated effective at the expiration of the Cure Period.

12. Indemnification. YMCA agrees to indemnify, hold harmless and defend the DISTRICT from each and every claim, demand, action or cause of action, and any cost or expense, including reasonable attorney fees in connection therewith, that may arise in any manner out of YMCA's use of the Facilities, operation of the Program, or its actions or its actions pursuant to this Agreement, except claims, demands, actions or causes of action resulting from sole negligence or intentional misconduct of DISTRICT or its agents or employees. This Agreement to indemnify, hold harmless and defend includes, but is not limited to, personal injury (including death at any time) and property or other damage (including, but without limitation, contract the patent, copyright, trade secret or trademark infringement) sustained by any person or persons including, but not limited to, companies, or corporations, YMCA and its employees or agents, and members of the general public. This provision shall survive the termination or expiration of this Agreement.

13. Insurance. YMCA shall obtain and maintain, at its expense, during the term of this agreement Commercial General Liability insurance, insuring against (i) liability for injury to or death of any person or property loss arising out of YMCA use of the Facilities, including Sexual Abuse/Molestation coverage, either by separate policy or by an endorsement to the Commercial General Liability policy; and (ii) contractual liability, insuring YMCA performance of the indemnification obligations contained in this Agreement. Coverage shall be in an amount not less than $1,000,000 per occurrence and $2,000,000 in the aggregate. The policy shall be issued by a responsible insurance company authorized to do business in the State of California and provided that the insurance company has an AM Best "A" or better rating. The DISTRICT shall be named as an additional insured on a separate endorsement to the policy. The endorsement shall require the insurance company to provide the additional insured party with a minimum of then (10) days written notice of cancellation of the policy. Prior to occupancy of the Facilities, YMCA shall furnish the DISTRICT with a certificate of insurance for the required coverage. The certificate must be signed by a person authorized by the insurer to bind coverage on its behalf and must be in a form approved by the DISTRICT. The DISTRICT

may require complete, certified copies of any or all policies at any time. Failure to maintain required insurance at all times shall constitute a default and material breach. In such event YMCA shall immediately notify the DISTRICT and cease occupancy of the Facilities until further directed by the DISTRICT.

14. YMCA agrees to get pre-approval from DISTRICT before bringing any animals onto premises.

15. Hazardous Substances.

    a. YMCA agrees that any and all handling, transportation, storage, treatment, disposal, or use of Hazardous Substances by YMCA in or about the Facilities shall strictly comply with all applicable Environmental Laws.

    b. YMCA agrees to indemnify, defend and hold the DISTRICT harmless from any liabilities, losses, claims, damages, penalties, fines, attorneys' fees, expert fees, court costs, remediation costs, investigation costs, or other expenses resulting from or arising out of the use, storage, treatment, transportation, release, or disposal of Hazardous Substances on or about the Facilities by YMCA, its employees, agents and invitees.

    c. If the presence of Hazardous Substances on the Facilities caused by YMCA results in the contamination or deterioration of the Facilities or any water or soil beneath the Facilities, YMCA shall promptly take all action necessary to investigate arid remedy that contamination.

    d. YMCA agrees to promptly notify DISTRICT of any communication received from any governmental entity concerning Hazardous Substances or the violation of Environmental Laws that relate to the Facilities.

    e. YMCA shall not use, handle, store, transport, generate, release, or dispose of any Hazardous Substances, on, under, or about the Facilities, except that YMCA may use (i) small quantities of common chemicals such as adhesives, lubricants, and cleaning fluids in order to conduct business at the Facilities, and (ii) other Hazardous Substances that are necessary for the operation of YMCA's business and for which DISTRICT gives written consent prior to the Hazardous Substances being brought onto the Facilities. At any time during the term of the Agreement, YMCA shall, within ten (10) days after written request from the DISTRICT, disclose in writing all Hazardous Substances that are being used by YMCA on the Facilities, the nature of the use, and the manner of storage and disposal.

    f. The term "Hazardous Substances" as used in this Agreement shall mean any product, substance, or waste whose presence, use, manufacture, disposal, transportation, or release, either by itself or in combination with other materials expected to be on the Facilities, is either: (i) potentially injurious to the public health, safety or welfare, the environment or the Facilities, (ii) regulated or monitored by any governmental authority, or (iii) a basis for potential liability of DISTRICT to any governmental

agency or third party under any applicable statute or common law theory. Hazardous Substances shall include, but not be limited to, hydrocarbons, petroleum, gasoline, and/or crude oil or any products, by-products or fractions thereof.

g. "Environmental Laws" means and refers to all applicable federal, state and local laws; ordinances, court orders and administrative directives, rules and regulations now or hereafter in force, as amended from time to time, in any way relating to irregulating human health or safety, or industrial hygiene or environmental conditions, or protection of the environment, or pollution or contamination of the air, soil, surface water or groundwater, and includes, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. §§9601, et seq. ("CERCLA"); the Resource Conservation and Recovery Act, 42 U.S.C. §§ 6901, et seq.; the Clean Water Act, 33 U.S.C. §§ 1251, et seq.; the Hazardous Substance Account Act, California Health & Safety Code §§ 25300, et seq.; the Hazardous Waste Control Law, California Health & Safety Code §§ 25100, et seq.; the Medical Waste Management Act, California Health & Safety Code §§ 15015, et seq.; the Porter-Cologne Water Quality Control Act, California Water Code §§ 13000, et seq.; and California Education Code §§ 17210, et seq., and California Code of Regulations, Title 5, §s 14010, et seq.

h. DISTRICT certifies that it has maintained the Facilities in compliance with all Environmental Laws, including lead and asbestos abatement and containment. Should YMCA perform work that disturbs these materials, it is YMCA's responsibility to handle and dispose of this material in accordance with the regulations. DISTRICT agrees to immediately remediate any environmental hazard that is present in the Facilities that is not the result of YMCA's modification or Improvement of the Facilities.

i. The provisions of this paragraph shall survive the termination or expiration of this Agreement.

16. Compliance with Laws. YMCA shall not use the Facilities, or permit anything to be done in or about the Facilities, that will in any way conflict with any applicable law and statute, applicable ordinance's or governmental rule or regulation now enforced or which may hereafter be enacted or promulgated.

17. Force Majeure; Extensions of Time of Performance. In addition to specific provisions of this Agreement, performance by either party hereunder shall not be deemed to be in default where delays or defaults are due to war, insurrection, strikes, lock-outs, riots, floods, earthquakes, fires, casualties, Acts of God, acts of the public enemy, epidemics, pandemic, quarantine restrictions, freight embargoes, lack of transportation, governmental restrictions or priority, or acts or failure to act by any other public or governmental agency or entity beyond the control or without the fault of the party claiming an extension of time to perform. An extension of time for any such cause shall be for the period of the enforced delay and shall commence to run from the time of the commencement of the cause, if notice

by the party claiming such extension is sent to the other party within thirty (30) business days of knowledge of the commencement of the cause.

18. Assignment and Subletting. YMCA shall not assign this Agreement, or sublet the Facilities, in whole or in part, nor suffer any other person (the agents and servants of YMCA excepted) to use the Facilities or any portion thereof without the prior written consent of the DISTRICT. The consent to one assignment or subletting shall not be deemed to be consent to another assignment or subletting. Any assignment or subletting without written consent shall be void and shall, at the option of the DISTRICT, terminate this Agreement.

19. Entire Agreement. This Agreement constitutes the entire understanding of the parties and supersedes any prior or written expressions of the parties.

20. Modification. Any amendment or modification of this Agreement shall be effective only if in writing, executed by an authorized representative of the Parties.

21. Notices. Any notice, request or demand or other communications required or permitted herein shall be in writing and shall be deemed to have been given on the earlier of actual receipt of the second day (other than Sundays and legal holidays) after mailing to the party to whom notice is to be given, by first-class mail, postage prepaid and addressed as follows:

    DISTRICT:

    Oscar Macias, Ed.D., Interim Superintendent of Schools
    Burbank Unified School District
    1900 West Olive Avenue
    Burbank, CA 91506

    YMCA:

    Mark Dengler, Chief Operating Officer
    YMCA of Metropolitan Los Angeles
    4301 W. 3rd Street
    Los Angeles CA 90020

22. Governing Law. This Agreement shall be construed under the laws of the State of California.

23. 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.

24. 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.

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

26. Independent Contractor. This Agreement is not intended to and shall not be construed to create the relationship of principal-agent, master-servant, employer-employee, partnership, joint venture, or association between the YMCA and the DISTRICT; neither party is an officer of the other. Each of the parties, their agents, officers, employees, and volunteers, in their performance under this Agreement, shall act in an independent capacity from each other.

27. Discrimination. Neither party shall unlawfully discriminate among persons performing under this Agreement on the basis of race, national origin, gender, age, creed, religion, marital status, sexual orientation, veteran status, disability, or any other basis prohibited by law.

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

YMCA of METROPOLITAN LOS ANGELES

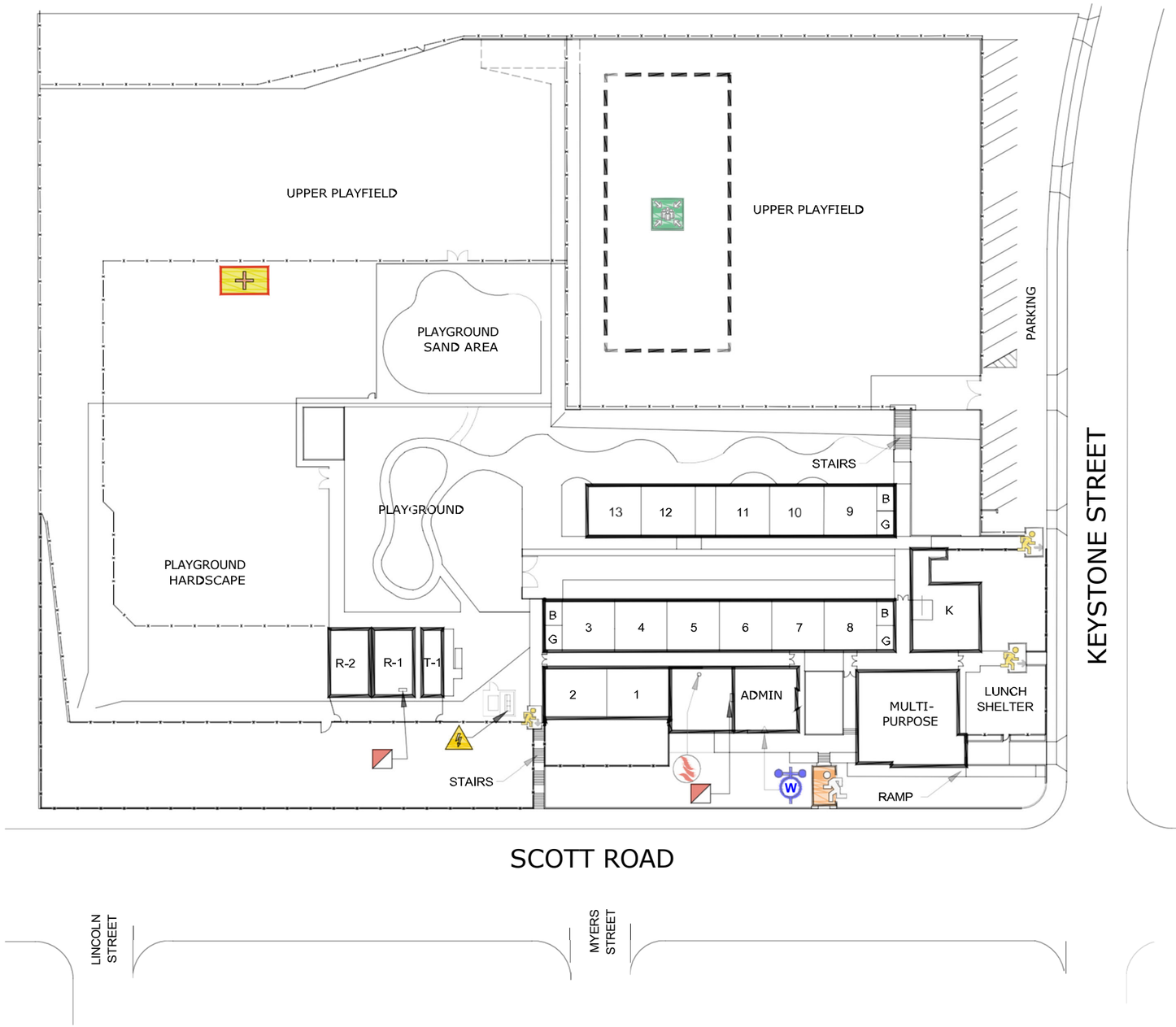
By: _____ Date: May 22, 2026
Mark Dengler, Chief Operating Officer

BURBANK UNIFIED SCHOOL DISTRICT

By: _____ Date: May 22, 2026
Oscar Macias, Ed.D. Interim Superintendent of Schools

EXHIBIT A
Facility Use Agreement

Attached.



LEGEND:

- MAIN INGRESS
- MAIN WATER SHUT OFF
- MAIN GAS SHUT OFF
- MAIN ELECTRICAL
- MAIN FIRE ALARM PANEL
- VEHICULAR GATES
- PEDESTRIAN GATES
- FIRE EXTINGUISHER
- DISASTER BIN
- SAFE DISPERSAL AREA

NOTE:

* INFORMATION SHOWN ON SAFETY MAPS WAS OBTAINED FROM DISTRICT RECORD DRAWINGS

BUILDING IN HOUSE

SITE DIAGRAM - HORACE MANN CHILDREN'S CENTER

ADDRESS: 3401 SCOTT ROAD, BURBANK, CA. 91504
COUNTY: LOS ANGELES COUNTY
DATE: JANUARY 14, 2019

BURBANK UNIFIED SCHOOL DISTRICT
FACILITY USE RATE SCHEDULE
As of August 1, 2021

	CATEGORY I (no fee)	CATEGORY II (Direct)	CATEGORY III (Rental) [4]
	BUSD-sponsored activities directly related to the educational program, or activities sponsored by statutorily approved youth group. (See BUSD Procedures)	Nonprofit organizations not directly related to District's educational program, and/or net proceeds are expended for the welfare of BUSD students. (+ Processing Fee)	Organizations engaged in fundraising or for-profit activities for which the net proceeds are not expended for the welfare of BUSD students. (+ Processing Fee)
SCHOOL BUILDINGS			
Regular Classroom	NO CHARGE	$15.00 per hour	$32.00 per hour
Lunch Shelters	NO CHARGE	$12.00 per hour	$26.00 per hour
Computer Lab [1]	NO CHARGE	$89.00 per hour	$100.00 per hour
Large Conference/Board Room	NO CHARGE	$30.00 per hour	$49.00 per hour
Restrooms (Boy and Girl) [3]	NO CHARGE	$7.00 per hour	$15.00 per hour
Elementary School MPR/ Auditorium (used as classroom)	NO CHARGE	$18.00 per hour	$55.00 per hour
Elementary MPR/Auditorium	NO CHARGE	$32.00 per hour	$80.00 per hour
Elementary School Kitchens [2]	NO CHARGE	$20.00 per hour	$40.00 per hour
Elementary Library	NO CHARGE	$18.00 per hour	$38.00 per hour
Middle School Kitchens [2]	NO CHARGE	$25.00 per hour	$48.00 per hour
Middle School Cafeteria/MPR	NO CHARGE	$45.00 per hour	$75.00 per hour
Middle School Auditorium	NO CHARGE	$50.00 per hour	$127.00 per hour
Middle School Library	NO CHARGE	$25.00 per hour	$43.00 per hour
Middle School Gym & Locker Rm	NO CHARGE	$48.00 per hour	$62.00 per hour
High School Gyms & Locker Rm	NO CHARGE	$59.00 per hour	$86.00 per hour
High School Auditorium	NO CHARGE	$59.00 per hour	$177.00 per hour
High School Library	NO CHARGE	$55.00 per hour	$76.00 per hour
High School Gym Snack Bar	NO CHARGE	$12.00 per hour	$20.00 per hour
High School Cafeteria [2]	NO CHARGE	$42.00 per hour	$92.00 per hour
High School Kitchen [2]	NO CHARGE	$30.00 per hour	$75.00 per hour
High School Music Room	NO CHARGE	$20.00 per hour	$60.00 per hour
HS Dance/Wrestling Room [3]	NO CHARGE	$25.00 per hour	$55.00 per hour
OTHER			
Food Service Worker (kitchen)	$32.00 per hour	$32.00 per hour	$32.00 per hour
OUTDOOR FACILITIES			
JBHS Memorial Field/Stadium	NO CHARGE	$294.00 per hour	$515.00 per hour
BHS Field/Stadium	NO CHARGE	$236.00 per hour	$412.00 per hour
Lights (evening) at stadium	NO CHARGE	$110.00 per hour	$115.00 per hour
Track (JBHS or BHS)	NO CHARGE	$80.00 per hour	$175.00 per hour
Soccer Fields (per playing field)	NO CHARGE	$40.00 per hour	$70.00 per hour
BUSD Lining of soccer fields	$125.00 per lined field	$125.00 per lined field	$150.00 per lined field
Parking Lots	NO CHARGE	$15.00 per hour	$31.00 per hour
Playground	NO CHARGE	$35.00 per hour	$45.00 per hour
High School Baseball Fields	Available to BUSD High School Coaches running outside camps ONLY		$75.00 per hour
Lights (Evening) High School Baseball Fields			$110.00 per hour
[1]	Includes required lab technician, computer usage, and room charge.		
[2]	BUSD Food Safety Certified staff must be present when cooking is planned (cost will be added)		
[3]	Restroom and locker room usage will require a BUSD custodian for cleaning		
[4]	All organizations renting under the fair rental Category III rates will require a security deposit		
Note:	**Custodial Fees will be charged at established overtime costs – 3-hour minimum.**		

Adopted: 7/15/2021

BURBANK UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES

HOW TO REQUEST THE USE OF DISTRICT FACILITIES

- Obtain a copy of the *"Application for Use of Facilities"* form from any District school site, Facilities Services or online at www.burbankusd.org
- Complete the form indicating the school site requested and the area of the site requested such as classroom, auditorium, library etc.
- Indicate the dates requested and the hours of use.
- If participants will be charged a fee or a donation is accepted, please indicate.
- "Purpose of Event" must be completed.
- Copy of current and in force certificate of insurance naming the District as additionally insured as a separate specific endorsement for $1,000,000 MUST be provided upon final approval.
- The site principal will determine the availability of the use requested and will recommend whether or not the use should be granted in writing on the "Application for Use of Facilities" form.
- Facilities Services will notify the requester if the requested use is approved or denied.
- The permit will be issued by Facilities Services and the requester will be invoiced for charges associated with the use. A $50 non-refundable processing fee will be assessed to each request.
- Completed "Application for Use of Facilities" forms should be submitted to Facilities Services located at 510 South Shelton Street, Burbank, 91506.
- Please be aware of the Fields Conditions phone-in hotline – 818-729-5538. The hotline is updated daily. If you are using outdoor areas, it is your responsibility to be informed of field/site closures due to inclement weather or unforeseen conditions.

Rules, regulations and policies of the Burbank Board of Education regarding use of school facilities are listed on the reverse side of the "Application for Use of Facilities" form. The complete Board Policy 1330 regarding use of school facilities is available from Facilities Services upon request.

FACILITIES SERVICES
510 South Shelton Street
Burbank, CA 91506

Phone: 818-729-5502
Fax: 818-729-3484

BURBANK UNIFIED SCHOOL DISTRICT
Facilities Services
510 South Shelton Street, Burbank, California 91506
APPLICATION FOR USE OF FACILITIES

Approval #

CONTACT INFORMATION:

Organization's Name: _____ Mailing Address: _____

_____ _____

Applicant's Name: _____ Email: _____

Phone: _____ Non-Profit Organization? Yes____ No____ *(If yes, attach proof of non-profit status)*

FACILITY INFORMATION:

School Requested: _____ Facility Needed: _____

Dates Requested: *(List Individually)* *(Auditorium, Gym, Classroom, Restroom, etc.)*

Days of Week Mo/Day/Year Time AM/PM: *(Facility opening/closing)*

_____ _____

_____ _____

_____ _____

_____ _____

EVENT INFORMATION:

Purpose of Event: _____ Fee Charged or Donation Accepted? Yes____ No____

Number of Participants: _____ Spectators: _____ Event *(will) (will not)* be open to the general public

Equipment/Tech Requests: *(Subject to availability)* Special Needs (kitchen/food service worker):

_____ _____

_____ _____

_____ _____

_____ _____

CUSTODIAL SUPPORT REQUESTED:

Hours/Date(s) Needed: _____

Custodial Support Funded by: _____ ***Your costs will continue to increase until your group leaves the premises!***

(When no custodial staff is on site and for weekend use, there is a 3-hour minimum – approximate cost of $105)

We hereby certify that we shall be responsible on behalf of our organization for any damage sustained by the school premises, furniture or equipment because of the occupancy of said premises by our organization, and we have signed and attached the appropriate Hold Harmless Agreement applicable to our user status. **We agree to pay a non-refundable $50 processing fee *(Category II and III only).*** We, the organization, have read and agree to abide by and to enforce the rules, regulations and policies of the Burbank Board of Education governing the use of school facilities as printed on the reverse side hereof.

Applicant's Signature: _____ Date: _____

Title: _____ Phone: _____

(See Regulation 13 on reverse)

Copy of current and In Force Certificate of Insurance MUST be in Applicant's and/or Organization's Name and MUST be attached to this application. Liability Insurance Carrier_____

BURBANK UNIFIED SCHOOL DISTRICT USE ONLY:

Site Recommendation:

Yes____ No____ Principal: _____ Date: _____

Approved: Director of Facilities: _____ Date: _____

Custodians Facilities Staff School / Applicant

REPORT OF USE *(Concerns, Violations, Damages, Etc.):* _____

(To be completed by the custodian working the use)

Rev 2/22/2024

RULES, REGULATIONS AND POLICIES OF THE BURBANK BOARD OF EDUCATION REGARDING USE OF SCHOOL FACILITIES

(Per Board Policy 1330)

1. All applications for the use of school facilities shall be referred to the Director of Facilities. These applications should be filed at least two weeks in advance of the time the use is desired.

2. Any request for the use of facilities by an organization or a group, shall be presented in writing on a form approved by the Board of Education and signed by the President or Secretary of the organization, or by the individual assuming responsibility for use of facility. "Use of Facilities Request" forms may be obtained at Facilities Services, the school offices of the Burbank Unified School District or online at www.burbankusd.org . All copies of the application shall be completed and returned to Facilities Services; the original to be filed at Facilities Services, second copy to requesting, and third copy to the school.

3. Rental charges shall be made for all activities which do not qualify for free Civic Center use under the provisions of the Civic Center Act. A copy of the Fee Schedule adopted by the Board of Education can be obtained from Facilities Services.

4. School premises shall not be available on school days between the hours of 8 a.m. and 5 p.m. except by special permission of the Director of Facilities, nor shall school premises be available on such occasions or during such hours as have been scheduled in advance by the various school principals for school exercises or functions or in connection with regular school work.

5. Whenever the use of school premises without a rental fee is permitted, it is understood that there will be no admission fee charged, no soliciting of funds, no free will offering, nor sale of literature by the organization using the school facilities.

6. There shall be no smoking in or about school buildings and premises, nor shall intoxicants or narcotics be used, nor shall profane language, quarreling, fighting or gambling be permitted. Violation of this rule by an organization during occupancy shall be sufficient cause for revoking the organization's facility use permit and denying further use of school premises to the organization.

7. Nothing shall be offered for sale at meetings without special permission from the Director of Facilities.

8. The use of school premises shall not be granted when in the opinion of the Director of Facilities, there is a possibility of damage or injury to school property. In case of loss or damage does occur, the person or group signing the request for use of premises shall be fully responsible and liable and shall assume such liability before being granted the use of school premises.

9. Any permit may be revoked by the Director of Facilities for any organization that fails to use the facility as scheduled for three consecutive times.

10. There shall always be a school custodian on duty when school facilities are being used by outside groups. It is further understood that all additional personnel furnished by the Board of Education become a part of the rental agreement. It shall be the duty of the custodian to see that these rules and regulations are enforced and to report any violations or attempted violations to the Director of Facilities. Whenever the Director of Facilities feels that these rules and regulations have been violated, he shall revoke such permit or permits to use as have been given to the organization in question and shall refuse to give further permits to them.

11. Persons or organizations using school premises including a stage or stage equipment shall not be permitted to remove or displace furniture or apparatus including lights, curtains, ceiling balances, the counter weights systems or the switchboard except under the supervision of the school employee in charge. Where a stage is to be used, full details of equipment and personnel needed must be furnished in advance.

12. All rental fees or service charges are payable in advance. Opening of the buildings for use shall be dependent upon the showing of an approved copy of the "Use of Facilities Request" to the custodian in charge. Users of outside facilities must have in their possession an approved copy of the request.

13. Any individual, group or organization qualified for free Civic Center use of school property shall assume the risks and bear all costs specified in the Civic Center Act and Board Policy. The Hold Harmless Agreement for Activities Qualifying for Free Civic Center Use Under Subdivision (a) of Education Code Section 40043 form approved by the Board of Education, shall be submitted with and become a part of the Use of Facilities Request. All other individuals, groups or organizations using school property shall hold the Burbank Unified School District, its governing Board, the individual members thereof, and all District officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property. A Hold Harmless Agreement for Activities Qualifying for Civic Rental Costs or Commercial Rentals form approved by the Board of Education shall be submitted with and become a part of the Request for Use of School Facilities. Organizations requesting permits for use of athletic facilities or other facilities as may be deemed appropriate shall provide evidence of suitable liability insurance coverage and shall provide a certificate of insurance showing the District as an additional named insured prior to the use of the facility.

14. The School District shall assume no responsibility for mail of a non-school group and shall not permit the use of the school telephones or school mail by any such group or representative thereof.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

IN CONSIDERATION of being permitted to utilize the facilities of the Burbank Unified School District (BUSD) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the BUSD, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has the opportunity to carefully consider such premises and facilities. It is further warranted that such entry into the BUSD for observation or use of any facilities or equipment constitutes an acknowledgement that such premises and all facilities and equipment thereon have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant agrees at all times to protect, indemnify, and hold the Burbank Unified School District, its Board of Education, officers, employees, members, representatives, agents, guests, invitees, and/or employees free and harmless, and to provide legal defense, from any and all liabilities, claims, losses, judgements, damage, demands or expenses resulting from the Applicant's use or occupancy of the District's facilities and premises [including travel to and from said facilities and premises] and/or the active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, employees, members, representatives, agents, guests, invitee and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1) the loss of or damage to any of the District's facilities or premises including any building, structure, or improvement thereon, or any equipment to be used therein;

2) the injury to or death of any person including, but not limited to, the officers, members, employees, representatives, agents, guests, invitee, and/or employees of the Applicant or of the District; or

3) damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities.

Applicant further agrees to reimburse the District for all liabilities, claims, losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorneys' fees imposed or incurred by the District because of the Applicant's use or occupancy of the District's facilities, access to said facilities and premises, and/or active or passive negligence of the Applicant or of the District, its Board of Education, officers, members, representatives, agents, guests, invitees, and/or employees.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMINTY AGREEMENT, and further agrees that no oral representation, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE.

Date: _____

_____
Signature of Applicant

_____
Print Name

BURBANK UNIFIED SCHOOL DISTRICT SCHOOLS ARE:

- **Alcohol Free**
- **Tobacco Free**
- **Drug Free**

We ask that all individuals and groups who use our facilities *(buildings and grounds areas)* support our effort to keep drugs, alcohol and tobacco out of the Burbank Schools.

_____
Organization

_____
Signature of Applicant

_____
Date

Burbank Unified School District
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Jason Hasty, Interim Assistant Superintendent of Business Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of New Classified Management Position – Public Information Officer (PIO)

Background:

Burbank Unified School District serves a diverse community of students, staff, families, and stakeholders. As the District continues to advance its strategic priorities, including academic achievement, fiscal stability, and facility improvements through Measure ABC, the need for clear, consistent, and timely communication has become increasingly important.

Effective communication is essential to maintaining transparency, building public trust, and ensuring that stakeholders are informed and engaged in District initiatives. The District currently manages communications across multiple departments without a centralized strategy, creating inconsistencies and limiting the ability to respond proactively to community needs and emerging issues.

The proposed Public Information Officer (PIO) position is designed to establish a comprehensive, coordinated approach to communication that supports the Superintendent, Board of Education, and District leadership.

Discussion/Issues:

The District currently lacks a dedicated executive-level position responsible for overseeing internal and external communications, resulting in:

- Inconsistent messaging across departments and school sites
- Limited capacity to proactively communicate District initiatives and successes
- Reactive, rather than strategic, responses to media and community inquiries
- Gaps in crisis communication planning and execution
- Limited coordination with key partners, including PTSA, foundations, and community organizations

The Public Information Officer will serve as the District's lead communications strategist and official spokesperson, responsible for:

- Developing and implementing a comprehensive District-wide communication plan aligned to Board priorities, LCAP, and strategic initiatives
- Ensuring consistent, accurate, and timely communication to all stakeholders
- Serving as the primary liaison to media, community partners, and the public

- Leading crisis communication efforts, including coordination with law enforcement and emergency responders
- Supporting the Superintendent and executive leadership with messaging, public engagement, and Board communications
- Overseeing digital communication platforms, including website, social media, and publications
- Strengthening community engagement and transparency, particularly around key initiatives such as the bond program, fiscal stabilization efforts, and instructional priorities

This position creates a centralized structure for communication, ensuring alignment between District actions and public understanding, while enhancing trust and responsiveness

Fiscal Impact:

The Public Information Officer is a Classified Management (Exempt) position, Salary Schedule B, Range B ($107,014 – $143,406 annually), plus statutory benefits.

This position is appropriately funded through the General Fund as it supports districtwide communication, stakeholder engagement, and executive leadership functions.

Recommendation:

Human Resources Services, recommends that the Board of Education approve the establishment of the Public Information Officer (PIO), a Classified Management position on Salary Schedule B, Range B (General Fund), effective May 22, 2026, to strengthen districtwide communication, enhance transparency, support crisis response, and ensure alignment between District initiatives and community engagement, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

Public Information Officer (PIO)

Classification: Classified Management (Exempt)
Salary Range: Schedule B, Range B ($107,014 – $143,406)
Work Year: 12 Months
Reports To: Superintendent or Designee

BACKGROUND

Burbank Unified School District (BUSD) serves a diverse student population across multiple school sites and programs, committed to academic excellence, innovation, and strong community partnerships. The District values transparent communication, stakeholder engagement, and responsiveness to the needs of students, families, staff, and the broader community.

Effective communication is essential to advancing the District's strategic priorities, maintaining public trust, and ensuring alignment between organizational goals and community understanding.

PURPOSE

The Public Information Officer serves as the District's lead strategist and coordinator for internal and external communications. Under the direction of the Superintendent, this position develops, implements, and manages a comprehensive communication program that ensures accurate, timely, and transparent information is shared with all stakeholders.

The PIO acts as the primary liaison between the District, aligned Educational Foundations and Parent Organizations, students and families, social media and traditional media, supports executive leadership in messaging and public engagement, and plays a critical role in crisis communication. The position ensures that all communications reflect the District's mission, values, and strategic priorities while fostering trust, clarity, and community engagement.

This role integrates strategic planning, media relations, digital communication, and community outreach into a cohesive system that supports student success and organizational effectiveness, consistent with best practices identified across public agencies and school districts.

ESSENTIAL FUNCTIONS/RESPONSIBILTIES

- Develop and implement a comprehensive District-wide communication plan aligned to Board priorities, LCAP, and strategic initiatives
- Ensure consistency, accuracy, and clarity of all District communications
- Serve as the District's official spokesperson and primary media contact
- Serve as editor/writer for the district website, newsletters, and other publications
- Coordinate layout, design and production of website, newsletters, and other publications
- Serve as communications liaison on social media platforms

- Prepare and distribute news releases, arrange media interviews and press conferences and respond to requests for information
- Photograph, video record, and edit video for District programs and events for publications and slideshows
- Create short media productions for publications
- Determine appropriate communications for target audiences
- Monitor media coverage and respond to inquiries in a timely and professional manner
- Ensure timely communication of information to students, staff, parents/families, and community members
- Coordinate translation and accessibility of communications to meet diverse community needs
- Support principals and departments with communication planning and messaging
- Coordinate and plan for crisis communication efforts, including emergency messaging and real-time updates
- Collaborate with District leadership, law enforcement, and emergency responders as part of crisis communications as needed
- Design and implement strategies to increase community awareness and engagement
- Coordinate public outreach efforts related to major District initiatives
- Represent the District at meetings, events, and community forums
- Coordinate communications with Education Foundations, PTSA, school Fundraising Committees, and Business Partners
- Prepare Board meeting presentations and reports
- Publicize District, School, and Student accomplishments
- Create and oversee high-quality written, visual, and digital content
- Maintain consistent District branding and messaging standards
- Utilize multiple platforms (print, digital, video, social media) to communicate effectively
- Analyze communication effectiveness using data and feedback
- Recommend improvements based on communication trends and best practices
- Maintain records, reports, and archives of communications and social media activity
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public relations, media relations, and strategic communications in a public sector environment
- Crisis communication strategies, emergency messaging protocols, and incident command communication structures
- Digital communication platforms, including websites, social media, content management systems, and multimedia tools
- Communication planning aligned to organizational goals, including Board priorities and community engagement strategies
- Applicable laws, regulations, and best practices related to public information, transparency, and records (e.g., public records, confidentiality)

- Branding, marketing, and community outreach strategies, particularly within a K–12 or governmental setting

Ability to:

- Develop and implement a comprehensive, district-wide communication strategy aligned to organizational priorities
- Serve as an effective spokesperson and liaison between the District, media, and community stakeholders
- Advise on messaging, public engagement, and communication
- Communicate complex information clearly and effectively to diverse audiences using multiple platforms
- Lead and coordinate crisis communication efforts in high-pressure, time-sensitive situations
- Build and maintain strong relationships with media, community partners, and internal stakeholders
- Analyze communication effectiveness using data and adjust strategies accordingly
- Manage multiple priorities, meet deadlines, and respond effectively to emerging issues

MINIMUM QUALFICATIONS

Education

- Bachelor's degree in Communications, Journalism, Public Relations, Public Administration, or a related field
- Master's degree in a related field preferred

Experience

- Minimum of three (3) years of progressively responsible experience in communications, public relations, media relations, or a closely related field
- Experience in a public agency or school district environment preferred

Licenses / Certifications

- Valid California Driver's License
- Proof of valid automobile insurance and insurability under District policy

PREFERRED QUALIFICATIONS

- Master's degree in Communications, Public Relations, Public Administration, or a related field
- Accredited in Public Relations (APR) or equivalent professional certification
- Certified Public Communicator (CPC) or similar public sector communications credential
- Completion of FEMA Public Information Officer training and/or NIMS/ICS certifications related to crisis communication

- Emergency response or crisis management training/certification (e.g., emergency operations, incident command, or school safety response)
- Bilingual in Spanish (written and verbal) preferred

WORKING CONDITIONS

- This is an in-person, on-site position requiring regular presence at District offices, school sites, and community locations
- Frequent interaction with staff, students, families, media, and community stakeholders
- Occasional evening and weekend work required for Board meetings, events, and emergency communications
- May be required to respond to urgent communication needs outside of standard work hours

PHSYICAL REQUIREMENTS

- Ability to sit and work at a computer for extended periods
- Ability to operate a motor vehicle and drive between District sites and event locations
- Ability to lift, carry, and move materials and equipment up to 25–35 pounds (e.g., event materials, media equipment, signage)
- Ability to operate standard office and communication equipment, including cameras and audio-visual tools

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.

The District complies with all applicable state and federal laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA). Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

Inquiries regarding nondiscrimination policies should be directed to the District's Human Resources Department.

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director, Fiscal Services	132,028	138,634	145,561	152,841	160,483	168,507	176,932
AA	Director of Information Technology and Education Support Director, Facilities	125,746	132,028	138,634	145,561	152,841	160,483	168,505
B	Assistant Director, Information Technology Director, Food Services Director, Purchasing, Warehouse, & Reprographics Project Manager Supervisor, Budget and Finance Supervisor, Human Resources Supervisor, Payroll **Public Information Officer (PIO)**	107,014	112,364	117,979	123,880	130,073	136,577	143,406
C	Manager, Technology Services Manager, Trades Manager Occupational Therapist	99,475	104,449	109,672	115,153	120,909	126,957	133,304
D	No Position in this Classification	97,870	102,767	107,900	113,299	118,960	124,911	131,155
E	Supervisor, Custodial Grounds Operations	92,484	97,107	101,964	107,061	112,414	118,034	123,935
F	Assistant Supervisor of Budget and Finance Lead Educational Sign Language Supervisor	90,179	94,686	99,418	104,391	109,612	115,089	120,843
G	No Position in this Classification	76,171	79,980	83,979	88,177	92,584	97,217	102,077

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
H	Coordinator, Emergency Planning and Safety Coordinator, Food Services Operations Manager, Reprographics/District Warehouse Supervisor, Food Services Field Supervisor, Purchasing Supervisor, Grounds	73,390	77,059	80,913	84,957	89,207	93,662	98,348
I	Behavior Interventionist Supervisor, Custodial	67,638	71,021	74,572	78,301	82,216	86,328	90,642
J	No Position in this Classification	65,234	68,494	71,919	75,515	79,292	83,257	87,421
K	Print Center Supervisor	59,683	62,666	65,799	69,088	72,541	76,168	79,978
L	No Position in this Classification	53,782	56,471	59,294	62,257	65,371	68,640	72,071
M	No Position in this Classification	52,054	54,657	57,393	60,260	63,269	66,434	69,755
N	No Position in this Classification	51,940	54,536	57,262	60,134	63,129	66,288	69,601
O	No Position in this Classification	50,207	52,717	55,355	58,117	61,025	64,075	67,279

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
P	No Position in this Classification	49,640	52,119	54,728	57,461	60,338	63,354	66,521
Q	No Position in this Classification	48,505	50,932	53,482	56,154	58,957	61,906	65,003
R	Supervisor III, Food Service	46,865	49,206	51,669	54,249	56,962	59,811	62,801
S	Supervisor II, Food Service	42,186	44,295	46,510	48,833	51,275	53,839	56,531
T	No position in this classification	42,155	44,263	46,474	48,799	51,239	53,801	56,490

***All salaries listed are for 12-month employees and will be prorated for employees who do not work 12 months.

Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 10/18/2018; 3/7/19;9/2/21;5/5/22;9/15/22; 3/2/23, 7/20/23, 8/03/23, 09/21/23, 02/01/24***;*** 05/16/24; 07/25/24; 12/12/24; 1/15/2026; **5/21/26**

Burbank Unified School District
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Rachel Paghunasan, Director of Food Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of Revised and New Job Descriptions and Placement on the Classified Managers Salary Schedule B for Nutrition Services Positions

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Background:

As part of the proposed reorganization of the Burbank Unified School District Nutrition Services Department, the District has developed revised and new job descriptions to better align management and supervisory roles with the operational, compliance, culinary, and nutritional needs of the department. These updates are intended to support a more effective organizational structure and ensure that leadership responsibilities are clearly defined across key positions. Additional information regarding the proposed reorganization is attached for informational purposes.

The proposed job descriptions include revised descriptions for existing positions and new descriptions for positions being established through the reorganization. These positions are intended to strengthen departmental oversight, improve compliance with USDA and California Department of Education requirements, support staff development, and enhance the District's ability to provide high-quality nutrition services operations to students.

Discussion/Issues:

The revised and new job descriptions reflect the expanded scope and complexity of the District's Nutrition Services operations. Collectively, these positions provide leadership in the areas of program oversight, culinary operations, nutritional compliance, staff supervision, training, and site support.

The positions included in this action are:

- **Assistant Director of Nutrition Services** – new job description to provide operational leadership, program oversight, fiscal management, staff development, and coordination of departmental initiatives. Classified Managers Salary Schedule B, Range B.
- **Chef Manager** – new job description to provide culinary leadership, oversee production and logistics, support compliance, and strengthen cost control and food quality. Classified Managers Salary Schedule B, Range C.
- **Nutritionist** – new job description to provide nutritional guidance, menu planning, special dietary support, and wellness-related outreach. Classified Managers Salary Schedule B, Range C.

- **Field Supervisor** – revised job description to strengthen site oversight, staff coaching, compliance monitoring, and operational consistency across school sites. Classified Managers Salary Schedule B, Range H.

Approval of these job descriptions, along with placement of the new and revised positions on the Classified Managers Salary Schedule B, will align the compensation structure with the scope of responsibility assigned to these management and supervisory roles. This action supports implementation of the department's reorganization and provides the framework necessary for effective leadership, accountability, and program continuity.

Fiscal Impact:

The revised and new positions will be funded through Fund 13 (Cafeteria Fund). Placement of these positions on the Classified Managers Salary Schedule B is part of the overall Nutrition Services reorganization plan and supports the District's efforts to maintain an efficient, compliant, and sustainable nutrition services operation.

Recommendation:

Human Resources Services recommends that the Board of Education approve the revised and new job descriptions for the Assistant Director of Nutrition Services, Chef Manager, Nutritionist and Field Supervisor positions, and approve placement of the new and revised positions on the Classified Managers Salary Schedule B, effective May 22, 2026, funded through Fund 13 (Cafeteria Fund), as presented.

Burbank Unified School District

Assistant Director of Nutritional Services

Classification: Classified Management (Exempt)
Salary: Schedule B, Range B ($107,014 – $143,406)
Work Year: 12 Months
Reports To: Director of Nutritional Services

BACKGROUND/PURPOSE

Under the direction of the Director of Nutritional Services, this leadership role supports the Director of Nutritional Services and driving the strategic vision and mission of the Burbank Unified School District Nutritional Services Department. This position oversees key personnel—including the Nutritionist, Chef Manager, and Field Supervisors—and ensures that the entire department operates in alignment with district goals, regulatory standards, and community expectations.

The Assistant Director is responsible for maintaining a fiscally responsible operation, modernizing food service management systems, and cultivating a positive public image of the department. This role also supports branding efforts, staff development, and collaborative purchasing strategies to maximize cost savings and elevate the student dining experience.

REPRESENTATIVE DUTIES

- Support and execute the vision and mission of the Nutritional Services Department under the direction of the Director of Nutritional Services
- Ensure all staff and operations are aligned with departmental goals, wellness policies, and student-centered values
- Oversee Nutritionist, Chef Manager, and Field Supervisors to ensure cohesive leadership and accountability
- Define product specifications and collaborate on purchasing decisions, including USDA commodities, local, sustainable, and organic items
- Participate in cooperative purchasing groups to secure competitive pricing and maximize cost savings
- Ensure all procurement practices meet compliance standards and reflect industry best practices
- Collaborates with other departments for the modernization and maintenance of facilities including equipment and infrastructure
- Oversees the purchasing process of food goods, equipment, and maintenance of the school sites

- Maintain and update the district's nutritional service management program to ensure operational efficiency and regulatory compliance
- Assist in creating and executing a strategic budget and spending plan
- Monitor departmental budgets, labor costs, and spending plans to ensure fiscal responsibility
- Identify operational flaws and areas for improvement, and implement corrective strategies
- Ensure participation in district initiatives such as the waste reduction program and local/sustainable/organic sourcing efforts
- Promote a positive image of the Nutritional Services Department among students, families, staff, and the broader community
- Assist in branding initiatives that reflect the department's commitment to quality, equity, and innovation
- Represent the department in industry organizations and professional networks to stay current on trends and opportunities
- Oversee comprehensive training programs for all nutritional service staff, including culinary techniques, safety protocols, and compliance standards
- Evaluate training effectiveness through performance assessments, feedback mechanisms, and continuous improvement strategies
- Foster a culture of accountability, collaboration, and professional growth across all levels of the department

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- USDA and CDE guidelines pertinent to Child and Nutrition Services
- LA County Health and Safety Code
- Federal, State and County regulations appropriate to position
- District policies and procedures related to Nutritional Services
- Safe Food Handling
- Basic Cooking Equipment function
- Nutritional Service Management specific computer operating systems
- Computer operating systems, word processing software and spreadsheet software (i.e. Outlook, Microsoft Office)
- Cost Control techniques including but not limited to Inventory and stock control methods, product pricing, waste and pilferage monitoring
- Food, paper, and other items specifications related to food service
- Basic cooking techniques

- Positive Customer Service techniques
- Basic accounting

ABILITY TO:

- Lead a team
- Supervise, coach, and counsel team members
- Follow the direction of supervisor
- Work towards the overall mission and vision of the District and Nutritional Services
- Operate a variety of food service equipment and tools.
- Read and interpret various Federal and State guidelines or other information that pertains to position.
- Ability to troubleshoot computer challenges (hardware and software), procedures and equipment.
- Add, subtract, multiply and divide.
- Operate a variety of office equipment including calculator, copier, computers, fax machines, specialized meal application scanner, currency discriminator and coin counter.
- Effectively communicate orally and in writing (correspondence, public speaking, one on one).
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Organize, coordinate and prioritize a wide variety of administrative activities and functions in the Nutritional Service Office.
- Plan and schedule work effectively.

EDUCATION AND EXPERENCE

- Bachelor's degree in nutrition, Nutritional Service Management, Business Administration, or related field
- Minimum 5 years of progressive leadership experience in multi-unit school nutrition or institutional food service
- Strong knowledge of USDA, CDE, and NSLP regulations
- Proven experience in budget management, procurement, and staff supervision
- Proven ability to lead cross-functional teams and drive strategic initiatives

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license
- Proof of valid automobile insurance and insurability under District policy
- Certification in HACCP, ServSafe, or equivalent food safety programs (ANSI)

WORKING CONDITIONS

- Field work, kitchen, warehouse, and office environment
- Constant interruptions
- Driving own vehicle to conduct work
- Minimal weekend work required

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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The District complies with all applicable state and federal laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA). Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

Burbank Unified School District

Chef Manager

Classification: Classified Management (Exempt)
Salary: Schedule B, Range C
Work Year: 12 Months
Reports To: Assistant Director of Nutrition Services

BACKGROUND/PURPOSE

Under the direction of the Assistant Director of Nutrition Services, the Chef Manager is a strategic leadership role within the Burbank Unified School District Nutrition Services Department, responsible for overseeing culinary operations, staff supervision, menu development, and regulatory compliance. This position plays a key role in advancing the department's mission to provide nutritious, culturally diverse meals and its vision to deliver exceptional food service experiences that support student wellness, achievement, and equity.

The Chef Manager leads operational teams, collaborates with the District Nutritionist and Field Supervisors, and ensures all meals meet USDA and California Department of Education (CDE) guidelines. The Chef Manager is also responsible for fiscal oversight, safety standards, and aligning daily operations with long-term strategic goals.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Manage supervisors
- Coordinate food production, warehouse operations, and delivery logistics
- Ensure accurate inventory tracking and optimize driver routes
- Monitor and verify production records and donation logs
- Oversee facility and equipment maintenance to ensure operational readiness
- Manage staff and products to reduce waste, pilferage, and spoilage while maintaining food cost
- Train nutrition services staff in culinary techniques, safety protocols, and compliance standards
- Develop scratch-made, culturally inclusive, and nutritionally balanced recipes and menus
- Collaborate with the Nutritionist to accommodate special dietary needs and ensure NSLP compliance
- Specify food products for procurement, including USDA commodities, local, sustainable, and organic items
- Conduct recipe testing and standardization for consistency and cost control

- Maintain the Nutrition Services Management software to ensure products are accurate, recipes are stored and accessible, and inventory tracking and management are maintained according to preparation and service needs
- Collaborate with the Nutritionist in menu engineering and special dietary needs menus, including allergens and other special needs
- Represent the department in industry organizations and professional networks to stay current on trends and opportunities
- Monitor and manage Cost of Goods Sold (COGS) and labor expenses
- Assist in creating and executing a strategic budget and spending plan
- Drive department initiatives that align with its mission and vision, including equity, wellness, and sustainability goals
- Ensure full compliance with USDA, CDE, and BUSD Wellness Policy guidelines
- Maintain rigorous safety and sanitation standards, including HACCP protocols
- Prepare for Administrative and Procurement Reviews with proper documentation and procedures
- Ensure participation in district initiatives such as the waste reduction program and local/sustainable/organic sourcing efforts

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- USDA and CDE guidelines pertinent to Child Nutrition and Nutrition Services
- LA County Health and Safety Code
- Federal, State, and County regulations appropriate to the position
- District policies and procedures related to Nutrition Services
- Safe food handling
- Nutrition Services Management-specific computer operating systems
- Nutrition Services Management programs, inventory systems, route logistics, and budget management
- Computer operating systems, word processing software, and spreadsheet software (i.e., Outlook, Microsoft Office)
- Cost control techniques, including but not limited to inventory and stock control methods, product pricing, and waste and pilferage monitoring
- Advanced culinary techniques, large and small batch cooking techniques, production line technique and equipment, logistics, warehouse and inventory management
- Effective use and function of cooking equipment
- Ability to identify challenges with cooking equipment and collaborate with other departments and vendors to repair or replace equipment
- Food, paper, and other item specifications related to food service
- Positive customer service techniques

Ability to:

- Supervise, coach, and counsel team members
- Follow the direction of supervisors
- Work toward the overall mission and vision of the District and Nutrition Services
- Read, write, and follow recipes
- Scale recipes according to volume needed
- Operate a variety of food service equipment and tools
- Lift 50 pounds using safe and proper equipment
- Read and interpret various federal and state guidelines or other information that pertains to the position
- Troubleshoot computer challenges, including hardware, software, procedures, and equipment
- Add, subtract, multiply, and divide
- Operate a variety of office equipment, including calculator, copier, computers, fax machines, specialized meal application scanner, currency discriminator, and coin counter
- Communicate effectively orally and in writing, including correspondence, public speaking, and one-on-one communication
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Organize, coordinate, and prioritize a wide variety of administrative activities and functions in the Nutrition Services Office
- Work cooperatively and effectively with others
- Work confidentially and with discretion
- Work independently
- Plan and schedule work effectively

MINIMUM QUALIFICATIONS

Education and Experience

- Culinary degree or equivalent professional experience in institutional food service
- Minimum 3-5 years of supervisory experience in multi-unit food service or culinary operations
- Strong knowledge of USDA, CDE, HACCP, and NSLP requirements
- Supervisory experience with batch cooking and large-scale production in a high-volume environment
- Excellent communication, leadership, and organizational skills
- Ability to work collaboratively across departments and with diverse teams

Licenses / Certifications

- Valid California driver’s license

- Proof of valid automobile insurance and insurability under District policy
- Certification in HACCP, ServSafe, or equivalent food safety programs (ANSI)

WORKING CONDITIONS

- Field work, kitchen, warehouse, and office environment
- Constant interruptions
- Driving own vehicle to conduct work
- Minimal weekend work required

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods
- Ability to work in kitchen, office, warehouse, and field environments
- Ability to lift, carry, push and pull up to 50 pounds using safe and proper equipment
- Ability to bend, stoop, reach, twist and move about food production and storage areas
- Ability to use commercial kitchen equipment and standard office equipment
- Ability to travel between sites and drive a vehicle in the course of work
- Ability to work in environments with heat, cold, noise and constant interruptions

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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The District complies with all applicable state and federal laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA). Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

Burbank Unified School District

Nutritionist

Classification: Classified Management (Exempt)
Salary: Schedule B, Range C
Work Year: 12 Months
Reports To: Assistant Director of Nutrition Services

BACKGROUND/PURPOSE

Under the direction of the Assistant Director of Nutrition Services, the Nutritionist plays a central role in supporting the health, wellness, and satisfaction of Burbank Unified School District students through expert nutritional guidance, menu planning, and community engagement. This position provides specialized dietary support, collaborates across leadership roles, and ensures that all meals meet USDA, CDE, and NSLP requirements while reflecting cultural diversity and budgetary responsibility.

The Nutritionist also contributes to branding, marketing, and event planning efforts, and serves as a key liaison between the department and families. This role supports all members of the Nutrition Services management team and spearheads student-focused initiatives, including internship programs and trend-driven innovation.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Provide nutritional guidance and support for all school sites, ensuring meals meet USDA, CDE, and NSLP standards
- Develop and maintain menus that accommodate special dietary needs, including allergies, medical conditions, and cultural preferences
- Collaborate with the Chef Manager to specify products and create diverse, scratch-made menus that meet both nutritional and budgetary goals for primary and secondary levels
- Meet with parents to address dietary concerns and develop individualized meal plans when needed
- Spearhead positive relationships with students and families to promote wellness and trust
- Assist in identifying and planning special events that enhance the student dining experience
- Partner with the Chef Manager, Catering Supervisor, and third-party organizations to organize and host school-based food events

- Support marketing and branding initiatives that elevate the department's public image and student engagement
- Represent the department at community wellness events and district-wide initiatives
- Identify and implement industry trends in school nutrition, sustainability, and student wellness
- Support all members of the Nutrition Services management team in achieving departmental goals
- Participate in the hiring process, including interviewing potential candidates and providing orientation and onboarding related to the Nutrition Services Department
- Spearhead internship programs in collaboration with local high schools and colleges to promote career pathways in nutrition and culinary arts
- Participate in menu audits, product evaluations, and vendor reviews to ensure quality and compliance
- Ensure full compliance with USDA, CDE, and BUSD Wellness Policy guidelines
- Maintain rigorous safety and sanitation standards, including HACCP protocols
- Prepare for Administrative and Procurement Reviews with proper documentation and procedures
- Ensure participation in district initiatives such as the waste reduction program and local/sustainable/organic sourcing efforts

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Child and adolescent nutrition dietary needs, USDA meal pattern requirements, and nutritional standards for school-aged children
- USDA Child Nutrition Programs, including NSLP, SBP, CACFP, and SFSP; California Department of Education guidelines; and local health department codes
- Menu planning, procurement, food safety, inventory management, and cost control within a K–12 educational environment
- Development and implementation of nutrition education initiatives for students, staff, and families, including wellness policy support and outreach
- HACCP principles, ServSafe standards, and best practices for maintaining safe food environments in school kitchens and cafeterias
- Collaboration and communication with multidisciplinary teams including nutrition services staff, school administrators, parents, and community partners to support student wellness
- Nutrition Services management programs and budget management
- Nutrition analysis software, menu planning tools, and student information systems used for tracking meal participation and eligibility

Ability to:

- Supervise, coach, and counsel team members
- Follow the direction of supervisors
- Work towards the overall mission and vision of the District and Nutrition Services
- Operate a variety of food service equipment and tools
- Lift 50 pounds using safe and proper equipment
- Read and interpret various federal and state guidelines or other information that pertains to the position
- Troubleshoot computer challenges, including hardware, software, procedures, and equipment
- Add, subtract, multiply, and divide
- Operate a variety of office equipment including calculator, copier, computers, fax machines, specialized meal application scanner, currency discriminator, and coin counter
- Effectively communicate orally and in writing, including correspondence, public speaking, and one-on-one communication
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Organize, coordinate, and prioritize a wide variety of administrative activities and functions in the Nutrition Services office
- Work cooperatively and effectively with others
- Work confidentially and with discretion
- Work independently
- Plan and schedule work effectively

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Nutrition, Dietetics, Public Health, or a related field (Registered Dietitian preferred or Certified Dietary Manager)
- Minimum 3 years of experience in school nutrition, public health, or institutional food service
- Participate in an internship and/or preceptor program preferably in a school district
- Strong knowledge of USDA, CDE, NSLP, and HACCP regulations

Licenses / Certifications

- Valid California driver's license
- Proof of valid automobile insurance and insurability under District policy
- Certification in HACCP, ServSafe, or equivalent food safety programs (ANSI)

WORKING CONDITIONS

- Field work, kitchen, warehouse, and office environment
- Constant interruptions
- Driving own vehicle to conduct work
- Minimal weekend work required

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods
- Ability to work in kitchen, warehouse, office, and field environments
- Ability to lift, carry, push, and pull up to 50 pounds using safe and proper equipment
- Ability to bend, stoop, reach, and move about work areas
- Ability to use standard office equipment and inspect food service and kitchen operations
- Ability to travel between sites and drive a vehicle in the course of work
- Ability to work in environments with heat, cold, noise, and constant interruptions

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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Burbank Unified School District

Field Supervisor

Classification: Classified Management (Exempt)
Salary: Salary Schedule B, Range H
Work Year: 12 Months
Reports To: Assistant Director of Nutrition Services

BACKGROUND/PURPOSE

Under the direction of the Assistant Director of Nutrition Services, the Field Supervisor is a vital operational leader within the Burbank Unified School District Nutrition Services Department, responsible for overseeing nutrition services operations at assigned school sites. This role ensures that school sites adhere to USDA and California Department of Education (CDE) guidelines, maintain high standards of food quality and safety, and deliver a positive service experience to students and staff.

The Field Supervisor serves as a hands-on coach, evaluator, and problem-solver—traveling between sites to monitor performance, support staff development, and uphold the department's mission to provide nutritious, culturally relevant meals in a safe and welcoming environment.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Ensure all school sites comply with USDA, CDE, and BUSD Wellness Policy guidelines
- Monitor adherence to HACCP safety and sanitation protocols and ensure school sites adhere to County Health Code requirements
- Verify that product specifications and food presentation meet department standards
- Ensure participation in district initiatives such as the waste reduction program and local, sustainable, and organic sourcing efforts
- Monitor and correct production record entries in the nutrition services management program to ensure accurate documentation and compliance
- Observe staff behaviors and identify areas needing correction or improvement
- Provide on-site coaching, counseling, and performance feedback
- Conduct periodic evaluations and report findings
- Identify training needs and ensure staff receive appropriate instruction and support
- Lead team meetings to reinforce expectations, share updates, and foster collaboration
- Represent the department in industry organizations and professional networks to stay current on trends and opportunities

- Assist in assigning substitute employees and adjusting staffing levels to ensure operational continuity
- Participate in the hiring process, including interviewing potential candidates and providing orientation and onboarding related to the Nutrition Services Department
- Monitor and verify meal counts for accuracy and compliance
- Monitor and verify production records and donation log
- Submit and follow up on facilities work orders for kitchen and equipment maintenance
- Troubleshoot and resolve computer and technology issues at school sites
- Assess and adjust staffing levels to ensure adequate coverage and service quality
- Travel regularly between school sites to provide direct support and oversight
- Ensure a positive service interaction between Nutrition Services staff and students
- Plan and conduct student-centered activities that enhance the dining experience
- Serve as a visible, approachable leader who promotes the department's mission and values

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- USDA and CDE guidelines pertinent to Child Nutrition and Nutrition Services
- LA County Health and Safety Code
- Federal, State, and County regulations appropriate to the position
- District policies and procedures related to Nutrition Services
- Safe food handling
- Basic cooking equipment function
- Nutrition Services Management-specific computer operating systems
- Computer operating systems, word processing software, and spreadsheet software (i.e., Outlook, Microsoft Office)
- Cost control techniques, including but not limited to inventory and stock control methods, product pricing, and waste and pilferage monitoring
- Food, paper, and other item specifications related to food service
- Basic cooking techniques
- Positive customer service techniques
- Basic accounting

Ability to:

- Supervise, coach, and counsel team members
- Follow the direction of supervisors
- Work toward the overall mission and vision of the District and Nutrition Services
- Operate a variety of food service equipment and tools

- Lift up to 50 pounds using safe and proper equipment
- Read and interpret various federal and state guidelines or other information that pertains to the position
- Troubleshoot computer challenges involving hardware, software, procedures, and equipment
- Add, subtract, multiply, and divide
- Operate a variety of office equipment, including calculator, copier, computers, fax machines, specialized meal application scanner, currency discriminator, and coin counter
- Communicate effectively orally and in writing, including correspondence, public speaking, and one-on-one communication
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Organize, coordinate, and prioritize a wide variety of administrative activities and functions in the Nutrition Services Office
- Work cooperatively and effectively with others
- Work confidentially and with discretion
- Work independently
- Plan and schedule work effectively

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or equivalent; associate or bachelor's degree preferred
- Minimum of three years of experience in a supervisory role, preferably in institutional food service or school nutrition
- ServSafe Manager certification required within six months of employment
- Class C driver's license required
- Experience in K–12 school nutrition programs preferred
- ServSafe Certification or ANSI-approved certification preferred

Licenses / Certifications

- Valid California driver's license
- Proof of valid automobile insurance and insurability under District policy
- Certification in HACCP, ServSafe, or equivalent food safety programs

WORKING CONDITIONS

- Field work, kitchen, warehouse, and office environment

- Constant interruptions
- Driving own vehicle to conduct work
- Minimal weekend work required

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods
- Ability to work in kitchen, office, warehouse, and field environments
- Ability to lift, carry, push, and pull up to 50 pounds using safe and proper equipment
- Ability to bend, stoop, reach, twist, and move about kitchen, storage, serving, and work areas
- Ability to use food service equipment and standard office equipment
- Ability to travel between sites and drive a vehicle in the course of work
- Ability to work in environments with heat, cold, noise, and constant interruptions

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CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director, Fiscal Services	132,028	138,634	145,561	152,841	160,483	168,507	176,932
AA	Director of Information Technology and Education Support Director, Facilities	125,746	132,028	138,634	145,561	152,841	160,483	168,505
B	Assistant Director, Information Technology Director, Food Services Director, Purchasing, Warehouse, & Reprographics Project Manager Supervisor, Budget and Finance Supervisor, Human Resources Supervisor, Payroll **Assistant Director of Nutrition Services**	107,014	112,364	117,979	123,880	130,073	136,577	143,406
C	Manager, Technology Services Manager, Trades Manager Occupational Therapist **Chef Manager** **Nutritionist**	99,475	104,449	109,672	115,153	120,909	126,957	133,304
D	No Position in this Classification	97,870	102,767	107,900	113,299	118,960	124,911	131,155
E	Supervisor, Custodial Grounds Operations	92,484	97,107	101,964	107,061	112,414	118,034	123,935
F	Assistant Supervisor of Budget and Finance Lead Educational Sign Language Supervisor	90,179	94,686	99,418	104,391	109,612	115,089	120,843
G	No Position in this Classification	76,171	79,980	83,979	88,177	92,584	97,217	102,077

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
H	Coordinator, Emergency Planning and Safety Coordinator, Food Services Operations Manager, Reprographics/District Warehouse Supervisor, Food Services Field Supervisor, Purchasing Supervisor, Grounds	73,390	77,059	80,913	84,957	89,207	93,662	98,348
I	Behavior Interventionist Supervisor, Custodial	67,638	71,021	74,572	78,301	82,216	86,328	90,642
J	No Position in this Classification	65,234	68,494	71,919	75,515	79,292	83,257	87,421
K	Print Center Supervisor	59,683	62,666	65,799	69,088	72,541	76,168	79,978
L	No Position in this Classification	53,782	56,471	59,294	62,257	65,371	68,640	72,071
M	No Position in this Classification	52,054	54,657	57,393	60,260	63,269	66,434	69,755
N	No Position in this Classification	51,940	54,536	57,262	60,134	63,129	66,288	69,601
O	No Position in this Classification	50,207	52,717	55,355	58,117	61,025	64,075	67,279

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
P	No Position in this Classification	49,640	52,119	54,728	57,461	60,338	63,354	66,521
Q	No Position in this Classification	48,505	50,932	53,482	56,154	58,957	61,906	65,003
R	Supervisor III, Food Service	46,865	49,206	51,669	54,249	56,962	59,811	62,801
S	Supervisor II, Food Service	42,186	44,295	46,510	48,833	51,275	53,839	56,531
T	No position in this classification	42,155	44,263	46,474	48,799	51,239	53,801	56,490

***All salaries listed are for 12-month employees and will be prorated for employees who do not work 12 months.

Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 10/18/2018; 3/7/19;9/2/21;5/5/22;9/15/22; 3/2/23, 7/20/23, 8/03/23, 09/21/23, 02/01/24***;*** 05/16/24; 07/25/24; 12/12/24; 1/15/26; **5/21/26**

Burbank Unified School District

Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Jason Hasty, Interim Assistant Superintendent of Business Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of New Classified Management Position – Fiscal Compliance Supervisor

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Background:

Burbank Unified School District maintains an active general obligation bond program under Measure ABC, supporting the construction, modernization, and improvement of school facilities. The District is required to ensure strict adherence to Proposition 39, Education Code, and all applicable laws governing the use of bond funds.

As the bond program expands in scope and complexity, the District must ensure strong fiscal oversight, internal controls, and audit readiness. At the same time, the increasing demands on the District's core fiscal operations require additional capacity to support accurate and timely budget development, monitoring, and reporting.

The proposed Fiscal Compliance Supervisor position is designed to meet both needs by establishing a single point of accountability for the fiscal management of the bond program while directly supporting the Director of Fiscal Services with districtwide budget reporting and financial oversight.

Discussion/Issues:

The District currently lacks a dedicated position responsible for the fiscal management and compliance of the bond program, resulting in fragmented oversight and increased risk in the following areas:

- Inconsistent application of internal controls and fiscal procedures
- Increased exposure to audit findings and compliance risk
- Limited centralized ownership of bond accounting, cost tracking, and reporting
- Strain on existing staff to support both bond oversight and general fund budget reporting

The Fiscal Compliance Supervisor will serve a dual, clearly defined role:

1. Lead Authority for Bond Program Fiscal Management

This position will be responsible for the fiscal side of the bond program, including:

- Oversight of all bond accounting, expenditures, and cost tracking
- Ensuring compliance with Proposition 39 and voter-approved project lists
- Monitoring project budgets, cash flow, and financial projections

- Managing bond-related audits, reporting, and disclosures
- Establishing and enforcing internal controls specific to bond-funded projects
- Serving as the fiscal liaison to the Citizens' Bond Oversight Committee and external auditors

2. Direct Support to the Director of Fiscal Services (General Fund Operations)

In addition, this position will directly support the Director of Fiscal Services by:

- Assisting with districtwide budget development, monitoring, and multiyear projections
- Supporting regular budget reporting cycles, including interim reports and financial updates to the Board
- Strengthening internal controls and financial reporting systems across the District
- Assisting with year-end closing, audits, and financial statement preparation
- Ensuring alignment between bond financial activity and overall district fiscal reporting

This role is essential to protecting the District from financial, legal, and reputational risk while ensuring responsible stewardship of public funds.

Fiscal Impact:

The Fiscal Compliance Supervisor is a Classified Management (Exempt) position, Salary Schedule B, Range B ($107,014 – $143,406 annually), plus statutory benefits.

Funding Structure:

- 50% Measure ABC Bond Funds
- 50% General Fund

This split funding model is appropriate because the position directly supports both:

- Bond-specific compliance, accounting, and reporting functions (allowable under bond funding)
- Districtwide fiscal systems, internal controls, and financial oversight (General Fund responsibility)

This approach ensures compliance with legal requirements regarding bond expenditures while maximizing operational efficiency and fiscal oversight across both funding streams.

Recommendation:

Human Resources Services, recommends that the Board of Education approve the establishment of the Fiscal Compliance Supervisor (Bond Program) position, a Classified Management position on Salary Schedule B, Range B, effective May 22, 2026, and funded 50% through Measure ABC and 50% through the General Fund, to strengthen fiscal oversight, ensure compliance, and support successful implementation of the District's bond program, as presented.

Burbank Unified School District

Fiscal Compliance Supervisor

Classification: Classified Management (Exempt)
Salary: Schedule B, Range B ($107,014– $143,406)
Work Year: 12 Months
Reports To: Director of Fiscal Services

BACKGROUND

Burbank Unified School District maintains an active general obligation bond program to support the construction, modernization, and improvement of school facilities. The District is committed to ensuring all bond funds are managed with the highest level of fiscal integrity, transparency, and compliance with applicable laws and regulations, including Proposition 39 requirements.

PURPOSE

Under the direction of the Director of Fiscal Services, the Fiscal Compliance Supervisor (Bond Program) plans, organizes, and oversees fiscal compliance, internal controls, and audit-related activities for the District's bond program.

The position ensures that all bond-related financial activities—including construction accounting, cost tracking, reporting, and audits—are conducted in full compliance with Proposition 39, applicable laws and regulations, and District policies. The role is responsible for maintaining accurate financial records for capital projects, supporting bond audits, and ensuring transparency and accountability in the use of public funds.

This position serves as the District's lead authority for fiscal compliance and internal controls of the bond program. The Fiscal Compliance Supervisor establishes, monitors, and enforces financial control systems to ensure all bond expenditures—including hard and soft costs—remain within approved thresholds, align with voter-approved purposes, and meet all legal and regulatory requirements. The position ensures that all financial transactions are properly routed, reviewed, and approved in accordance with established internal control procedures and applicable law.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

- Plan, organize, and oversee fiscal compliance systems specific to the District's bond program
- Implements budgeting, accounting, and internal control policies and procedures and prepares the related materials and trainings
- Perform financial, operational, and compliance audits of district programs and activities, including those funded under governmental grants, contracts, and publicly funded bond measures;
- Prepare, review and analyzes district contracts, agreements, memorandums of understanding, and district financial statements and audits;

- Prepare, review, and analyze district data, data trends, and state data submissions including supporting related district teams and personnel;
- Support and provide internal audit-related activities and trainings and serve as liaison between the district and external auditors;
- Prepare and review district year-end closing activities and district state and federal reporting;
- Identity and prepare detailed reports, recommend corrective actions for potential areas of weakness or risk exposure, and provides adequate solutions to identified problems;
- Coordinates and consults with internal and external stakeholders including preparation and presentation of financial and other reports;
- Identity and prepare detailed reports, recommend corrective actions for potential areas of weakness or risk exposure, and provides adequate solutions to identified problems;
- Plan and implement organizational effectiveness measures;
- Manage and maintain databases, fiscal systems and records, and provide trainings to end users;
- Support Director of Fiscal Services and Assistant Superintendent of Business Services with district programs and financial planning
- Ensure compliance with Proposition 39, Education Code, Public Contract Code, and all applicable bond accountability requirements
- Ensure proper segregation of duties and integrity of internal control processes across all bond-related fiscal activities
- Ensure all bond expenditures are properly reviewed, approved, routed, and documented in accordance with District policies and applicable laws
- Monitor and enforce approved project budgets, including hard and soft cost allocations, ensuring expenditures remain within established thresholds and aligned to voter-approved uses
- Maintain and oversee detailed cost accounting records for all bond-funded construction and modernization projects
- Monitor project budgets, expenditures, and encumbrances to ensure alignment with approved project scopes and funding allocations
- Track and reconcile bond expenditures across multiple funding sources, including local and state funds
- Verify that all expenditures are allowable under Proposition 39 and align with voter-approved project lists
- Review contracts, purchase orders, invoices, and change orders to ensure compliance with bond funding requirements
- Review and approve, or route for approval, all financial transactions related to bond-funded projects in accordance with established procedures
- Prepare, review, and analyze bond-related cash flows, projections, and multi-year financial plans
- Monitor financial trends and identify risks related to project funding, cost escalation, or compliance issues
- Provide recommendations to strengthen fiscal controls and improve financial performance of bond-funded projects
- Coordinate and support annual bond financial and performance audits

- Serve as liaison with external auditors, Citizens' Bond Oversight Committee, and regulatory agencies
- Responsible for the maintenance of accurate cost accounting records including records necessary for audits for the Office of Public School Construction for state funded projects.
- Prepare financial reports, audit schedules, disclosures, and supporting documentation for bond-related reporting
- Ensure all required bond disclosures and reports are accurate, complete, and submitted timely
- Ensure compliance with state funding requirements, including eligibility, reporting, and audit standards
- Support preparation of reimbursement requests and required state reporting
- Maintain and manage bond-related financial systems, databases, and records
- Establish and maintain audit-ready documentation and record retention practices for all bond-related financial activities
- Develop procedures and provide training to staff on bond accounting, compliance, and reporting requirements
- Identify areas of fiscal risk or non-compliance within the bond program
- Recommend and implement corrective actions and process improvements
- Strengthen internal controls and ensure ongoing audit readiness
- Work closely with the leadership overseeing the bond, the Director Facilities, and Director Fiscal Services to ensure alignment between project execution and financial oversight
- Support District leadership with financial reporting and analysis related to the bond program
- Prepare and present reports to internal stakeholders as needed
- Perform related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Generally accepted accounting principles (GAAP) and governmental accounting standards
- Principles and practices of auditing, internal controls, and financial compliance
- Federal, state, and local laws and regulations related to school finance
- Budget development, financial forecasting, and cash management practices
- Financial systems, reporting tools, and data analysis methods
- Modern office practices, procedures, and technology

Ability to:

- Plan, organize, and supervise fiscal compliance activities
- Analyze complex financial data and identify trends, risks, and discrepancies
- Interpret and apply laws, regulations, and policies related to fiscal operations
- Prepare clear, accurate, and concise financial reports
- Communicate effectively both orally and in writing

- Provide training and technical assistance to staff
- Establish and maintain effective working relationships with stakeholders
- Adapt to changing requirements and priorities

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field

Experience

- Minimum of three (3) years of progressively responsible experience in budgeting, accounting, auditing, or fiscal compliance
- Experience in a school district or public agency environment preferred

PREFERRED QUALIFICATIONS

- Master's degree in Accounting, Finance, Public Administration, or related field
- Experience with governmental accounting systems (e.g., SACS, BEST, or similar)
- Experience with bond accounting, grant compliance, or public sector audits
- CPA, CFE, or other relevant professional certification

LICENSES / CERTIFICATIONS

- Valid California Driver's License
- Proof of valid automobile insurance and insurability under District policy

WORKING CONDITIONS

- In-person, on-site position requiring regular presence at District offices
- Office and school environment with frequent interaction with staff and the public
- Subject to frequent interruptions and high-volume work demands

PHYSICAL REQUIREMENTS

- Ability to sit and work at a computer for extended periods
- Ability to stand, walk, and move between District sites as needed
- Ability to lift, carry, and move materials up to 25 pounds
- Ability to operate a motor vehicle and travel between District locations

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.

The District complies with all applicable state and federal laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA). Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director, Fiscal Services	132,028	138,634	145,561	152,841	160,483	168,507	176,932
AA	Director of Information Technology and Education Support Director, Facilities	125,746	132,028	138,634	145,561	152,841	160,483	168,505
B	Assistant Director, Information Technology Director, Food Services Director, Purchasing, Warehouse, & Reprographics Project Manager Supervisor, Budget and Finance Supervisor, Human Resources Supervisor, Payroll **Fiscal Compliance Supervisor**	107,014	112,364	117,979	123,880	130,073	136,577	143,406
C	Manager, Technology Services Manager, Trades Manager Occupational Therapist	99,475	104,449	109,672	115,153	120,909	126,957	133,304
D	No Position in this Classification	97,870	102,767	107,900	113,299	118,960	124,911	131,155
E	Supervisor, Custodial Grounds Operations	92,484	97,107	101,964	107,061	112,414	118,034	123,935
F	Assistant Supervisor of Budget and Finance Lead Educational Sign Language Supervisor	90,179	94,686	99,418	104,391	109,612	115,089	120,843
G	No Position in this Classification	76,171	79,980	83,979	88,177	92,584	97,217	102,077

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
H	Coordinator, Emergency Planning and Safety Coordinator, Food Services Operations Manager, Reprographics/District Warehouse Supervisor, Food Services Field Supervisor, Purchasing Supervisor, Grounds	73,390	77,059	80,913	84,957	89,207	93,662	98,348
I	Behavior Interventionist Supervisor, Custodial	67,638	71,021	74,572	78,301	82,216	86,328	90,642
J	No Position in this Classification	65,234	68,494	71,919	75,515	79,292	83,257	87,421
K	Print Center Supervisor	59,683	62,666	65,799	69,088	72,541	76,168	79,978
L	No Position in this Classification	53,782	56,471	59,294	62,257	65,371	68,640	72,071
M	No Position in this Classification	52,054	54,657	57,393	60,260	63,269	66,434	69,755
N	No Position in this Classification	51,940	54,536	57,262	60,134	63,129	66,288	69,601
O	No Position in this Classification	50,207	52,717	55,355	58,117	61,025	64,075	67,279

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
P	No Position in this Classification	49,640	52,119	54,728	57,461	60,338	63,354	66,521
Q	No Position in this Classification	48,505	50,932	53,482	56,154	58,957	61,906	65,003
R	Supervisor III, Food Service	46,865	49,206	51,669	54,249	56,962	59,811	62,801
S	Supervisor II, Food Service	42,186	44,295	46,510	48,833	51,275	53,839	56,531
T	No position in this classification	42,155	44,263	46,474	48,799	51,239	53,801	56,490

***All salaries listed are for 12-month employees and will be prorated for employees who do not work 12 months.

Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 10/18/2018; 3/7/19;9/2/21;5/5/22;9/15/22; 3/2/23, 7/20/23, 8/03/23, 09/21/23, 02/01/24***;*** 05/16/24; 07/25/24; 12/12/24; 1/15/2026; **5/21/26**

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of Job Description for Assistant Superintendent of Special Education and Student Support Services

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Background

The Assistant Superintendent of Special Education and Student Support Services is a critical cabinet-level position responsible for providing districtwide leadership and oversight of special education programs and a broad range of student support services, including mental health, counseling, health and wellness, Section 504 plans, restorative practices, and alternatives to suspension.

The attached job description reflects the evolving scope and complexity of student needs and aligns with current federal and state requirements, including IDEA, California Education Code, SELPA directives, and Local Control Accountability Plan (LCAP) priorities. The position ensures that students with disabilities and student receiving support service make meaningful progress, while also maintaining compliance, fiscal oversight, and program quality.

Approval of this job description establishes a clear framework for leadership responsibilities, accountability, and expectations as the district continues to strengthen student supports, mental health services, and inclusive practices.

Discussion/Issues

The Assistant Superintendent of Special Education and Student Support Services:

- Provides leadership and oversight of all Special Education and Student Support Services programs
- Ensures compliance with federal, state, and local laws and regulations
- Oversees IEP, Section 504, assessment, placement, and due process activities
- Supervises and evaluates Special Education and Student Support Services personnel
- Develops and manages departmental budgets and expenditures
- Serves as the district representative in SELPA and due process matters
- Collaborates with site administrators, families and community agencies
- Provides regular updates to the Board of Education and serves on the on the Executive Cabinet

This position supports district priorities related to:

- Student safety, wellness, and belongings

- Inclusive and equitable educational practices
- Compliance and accountability in Special Education
- Strengthened mental health and student support systems
- LCAP goals and community engagement

Fiscal Impact
Approval of the job description itself has no fiscal impact. Any future action related to recruitment or appointment would be brought forward separately for Board consideration.

Recommendation
Human Resources Services recommends that the Board of Education approve the Job Description for Assistant Superintendent of Special Education and Student Support Services, effective May 22, 2026, as presented.

Burbank Unified School District

Assistant Superintendent Special Education & Student Support Services

Classification: Assistant Superintendent (Certificated Management)
Salary: TBD
Work Year: 12 Months (220 Workdays)
Reports To: Superintendent

PURPOSE

The Assistant Superintendent of Special Education and Student Support Services, under the direction of the Superintendent, provides leadership and oversight for the District's special education programs and a broad range of student support services, including mental health, health and wellness, counseling, 504 plans, and restorative interventions including, but not limited to: other means of correction and alternatives to suspension

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides oversight and support to ensure students with disabilities make meaningful progress toward California Standards, as measured by the California Assessment of Student Performance and Progress (CASPP) and the California Alternative Assessment (CAA).
- Provides leadership, support, and oversight of the District's Special Education programs and Student Support Services programs; maintains appropriate program quality. Ensures compliance with federal, state, and local laws, regulations, and reporting requirements.
- Supervises the assignment, supervision, and evaluation of Special Education and Student Support Services personnel.
- Oversees the referral, assessment, eligibility, placement, programming, and evaluation processes for students with disabilities and exceptional needs, including Section 504 accommodation plans; reviews and approves all Student Support Services placements and recommendations for non-public school placements
- Develops and administers the Special Education and Student Support Services budget, ensuring that all services meet the District's budgetary and contractual guidelines and that appropriate billings are completed for additional services; monitors and approves expenditures, ensuring sound fiscal management of special education and student support services programs.
- Represents the District in matters related to the Special Education program; serves as district representative for due process hearings, SELPA, and other venues as appropriate
- Interprets and administers state and SELPA regulations and directives; conducts training for district staff on Special Education and Student Support Services laws, regulations, compliance requirements, district procedures, and instructional practices.
- Coordinates the District's special education and student support services programs with external organizations and agencies, negotiates interagency agreements, and serves as a liaison between schools and community service agencies to foster collaborative relationships.
- Collaborates with site leadership to serve as Special Education and Student Support Services consultant and resource to site administrators.

- Provides input for Special Education curriculum revisions and course development.
- Establishes and supports the Special Education Community Advisory Committee in accordance with state regulations and requirements.
- Establishes and supports the District's Mental Health and Wellness Committee
- Keeps administrators and the district informed of available federal, state, and local resources for Special Education and Student Support Services.
- Develops, reviews, and recommends the adoption or revision of board policies and regulations pertaining to Special Education and Student Support Services.
- Oversees inter and intra-district transfers and expulsion recommendations
- Provides oversight and support for community input on the District's Special Education, mental health programs, health and wellness services, and counseling services in support of the annual update to the Local Control Accountability Plan.
- Provides regular updates to the Board of Education and the community on Special Education and Student Support Services programs.
- Serves as a member of the District's Executive Cabinet
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of IDEA, California Education Code, and applicable federal and state regulations governing special education and student support services.
- Deep understanding of the IEP process, due process procedures, and SELPA operations.
- Knowledge of mental health frameworks, restorative practice, and multi-tiered systems of support.
- Ability to analyze complex data and translate findings into clear recommendations for staff, families, executive cabinet, and board members.
- Skill in building trust across diverse stakeholder groups, including families, site administrators, labor partners, and community agencies.
- Capacity to lead and develop a team while managing multiple high-stakes priorities.
- Ability to maintain composure and sound judgment in sensitive and high-pressure situations.

REQUIREMENTS WORK YEAR

- Certificated Management Work Year; 220 days

MINIMUM QUALIFICATIONS

Credential

- Current valid Teaching or Pupil Personnel Services Credential and Current Administrative Credential

Education

- Master's degree in education or related field from an accredited college or university; Doctorate degree in education or related field (preferred)

Experience

- Five years successful experience as a certificated teacher or school counselor or school psychologist or school social worker;

- Successful experience as a school administrator;
- Background supervising Special Education and/or Student Support Services (preferred)
- Successful experience as a school site principal (preferred);
- Extensive experience working with diverse student populations (preferred);
- Extensive experience with the IEP process (preferred);
- Experience providing Professional Learning (preferred);
- Experience with Special Education Due Process (preferred);
- Experience with laws and regulations pertaining to suspension, expulsion, alternative placement, other means of correction, and restorative interventions (preferred)

EQUAL OPPORTUNITY EMPLOYER STATEMENT

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The District complies with all applicable state and federal laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the California Fair Employment and Housing Act (FEHA). Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of Job Description for Athletic Trainer on Classified Supervisors and Managers Salary Schedule B, Range K

Background
The Burbank Unified School District has previously hired an athletic trainer as a consultant. An athletic trainer is required as a part of CIF requirements. Many school districts have an employed athletic trainer as opposed to a consultant.

Discussion/Issues
The Athletic Trainer is responsible for overseeing the medical care and safety of all student-athletes participating in the high school's athletic programs. This role focuses on preventing, assessing, treating, and rehabilitating injuries and illnesses related to physical activity. The trainer works closely with coaches, healthcare providers, and school administrators to ensure compliance with CIF guidelines and school policies. Duties include evaluating injuries such as sprains, fractures, dislocations, and concussions while supervising rehabilitation programs for injured athletes. The Athletic Trainer also develops emergency action plans, manages AED equipment, and responds to medical emergencies during practices and athletic events. In addition, the position requires maintaining accurate medical records, injury reports, and return-to-play documentation while ensuring HIPAA and FERPA compliance. The trainer educates athletes, parents, and coaches on injury prevention, nutrition, hydration, and athlete safety practices. Responsibilities also include supporting coaches' training in CPR, concussion awareness, heat illness prevention, and other health-related protocols. The Athletic Trainer manages the athletic training room, maintains equipment and supply inventories, and oversees the athletic training budget. Overall, the role is dedicated to promoting student-athlete health, safety, and performance throughout the academic year.

Fiscal Impact
The position of Athletic Trainer will be on Classified Supervisors and Managers Salary Schedule B, Range K, with a salary of $59,683- $79,978.

Recommendation
Human Resources Services, recommends that the Board of Education approve the Job Description for Athletic Trainer on Classified Supervisors and Managers Salary Schedule B, Range K, effective May 22, 2026, as presented.

CLASS TITLE: **Athletic Trainer**

BASIC FUNCTION:

Under the supervision of a school administrator, the Athletic Trainer oversees the medical and safety needs of all student-athletes participating in the high school's interscholastic athletic program. The Athletic Trainer assists athletes to improve their health and performance, focusing on the prevention, assessment, treatment, and rehabilitation of injuries and illnesses related to physical activity. The Athletic Trainer works closely with coaches, other healthcare professionals, and school administrators to ensure athletes' health and safety, in compliance with CIF guidelines and school policies. This position requires knowledge of sports medicine, a commitment to student wellness, and the ability to manage multiple athletic programs across the academic year. An Athletic Trainer is an allied healthcare professional whose training and duties include assessment and evaluation, acute care of injury and illness, therapeutic exercise for the physically active, general medical conditions and disabilities, pathology of injury and illness, pharmacological aspects of injury and illness, nutritional aspects of injury and illness, and healthcare administration, psychosocial intervention and referral, concussion assessment, treatment, management and rehabilitation.

The Athletic Trainer will work under the supervision of the school principal in consultation with the designated team physician and community physicians, as required. An Athletic Trainer is an allied healthcare provider who is the best-equipped medical professional to care for secondary school athletes when injured. The CIF also recommends full-time Athletic Trainers.

REPRESENTATIVE DUTIES:

Clinical Care and Injury Management

Provide care for students enrolled in sports or athletic courses.

Evaluate and provide care for injuries, including but not limited to sprains, strains, fractures, dislocations, and concussions.

Manage injury prevention measures, evaluation, treatment, and rehabilitation of athletic injuries.

Supervise rehabilitation programs for athletes returning from injury to ensure safe and effective recovery.

Identify athlete health concerns such as suspected communicable skin conditions and refer for medical evaluation when clinically indicated.

Athletic Coverage and Event Medical Services

Develop plans to provide athletic training coverage at interscholastic athletic events identified by the administration and in compliance with CIF requirements.

Coordinate with school administrators to attend practices, home games, and away games to provide immediate care for injuries, including first aid, CPR, and emergency procedures.

Maintain the athletic training room/clinic hours for the athletic training facility. The site principal or designee will determine specific hours.

Emergency Preparedness and Safety Management

Develop comprehensive, condition-specific emergency action plans.

Maintain and review the Emergency Action Plan (EAP) in compliance with CIF regulations and ensure designated staff are trained on implementation procedures, including activation of emergency medical services when necessary.

Maintain inventory and care for AEDs, including the AED in the athletic training room/clinic and portable AEDs.

Monitor environmental conditions, including weather, to support safe participation in athletic activities.

Monitor safety-related factors and report concerns to the site administrator, A.P. Athletics and Activities, and/or the athletic director.

Medical Documentation and Compliance

Complete and submit incident reports for student injuries and communicate with parents/guardians, coaches, the Athletic Director, and the school nurse.

Maintain detailed records of injuries, treatments, and rehabilitation progress.

Manage student-athlete medical clearance forms, including injury reports, and return-to-play documentation.

Ensure HIPAA/FERPA compliance.

Comply with all policies and protocols regarding health care delivery as established by BUSD, the school site, and athletic programs.

Monitor and promote that all athletic programs comply with CIF rules and regulations regarding athlete safety and eligibility.

Education and Communication

Establish and maintain a working relationship with the school district nursing staff.

Provide education to athletes, coaches, and parents/guardians on safe practices, hydration, nutrition, and injury prevention techniques.

Advise coaches, athletes, and parents on caring for and preventing athletic injuries.

Support the coach's professional development for CPR/AED, Concussion, Heat Illness, Sudden Cardiac Death, and sickle cell in collaboration with the administration of BUSD Policy and Administrative Regulation and CIF rules.

Program Administration and Operations

Manage inventory and request supplies for the athletic training room/clinic as needed.

Maintain an inventory of athletic training supplies and equipment, ensuring that all materials are properly sanitized and up to date.

Establish and maintain a budget for athletic training supplies/equipment.

Initiate and administer an athletic training student-aide program in accordance with the school's clubs and activities guidelines and state law.

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2024

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A	Director, Fiscal Services	132,028	138,634	145,561	152,841	160,483	168,507	176,932
AA	Director of Information Technology and Education Support Director, Facilities	125,746	132,028	138,634	145,561	152,841	160,483	168,505
B	Assistant Director, Information Technology Director, Food Services Director, Purchasing, Warehouse, & Reprographics Project Manager Supervisor, Budget and Finance Supervisor, Human Resources Supervisor, Payroll	107,014	112,364	117,979	123,880	130,073	136,577	143,406
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CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
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CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B

Effective July 1, 2024

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Adopted: 4/3/86

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 10/21/99; 11/04/99; 05/18/00; 08/17/00; 10/04/01; 02/21/02; 02/20/03; 03/18/04; 06/24/04; 08/05/04, 07/07/05;4/20/06, 06/04/07, 3/20/08,12/16/10; 4/7/11, 4/21/11, 11/03/11, 12/15/11, 2/16/12, 3/15/12, 3/20/14; 6/19/14; 11/6/14; 02/19/15, 6/4/15,6/18/15, 7/16/15, 3/3/16, 10/20/16, 11/3/16, 3/15/18 10/18/2018; 3/7/19;9/2/21;5/5/22;9/15/22; 3/2/23, 7/20/23, 8/03/23, 09/21/23, 02/01/24**;** 05/16/24; 07/25/24; 12/12/24; 1/15/2026**; 5/21/2026**

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of Consultant Services Agreement with the School Employers Association of California (SEAC) for Human Resources Support

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Background
The Burbank Unified School District is currently experiencing a gap in Human Resources Leadership, creating the need for interim professional support to ensure continuity of operations, legal compliance, and effective labor relations.

SEAC is a long-standing Joint Powers Agency (JPA) comprised of school districts, county offices of education, and community college districts across California SEAC specialized in human resources, collective bargaining, employee-employer relations, and governance support for public educational agencies. As a SEAC member district, BUSD is eligible for consultant services at established member rates.

To address immediate operational needs during this traditional period, SEAC will assign Linda Harding, or another mutually-agreed upon SEAC consultant, to provide targeted Human Resources consulting and coaching services. These services will support district leadership and staff in managing time-sensitive HR matters, advising on personnel issues, and maintaining stability while permanent leadership solutions are pursued.

The agreement provides short-term, as-needed support and does not replace the district's commitment to filling Human Resources leadership positions.

Discussion/Issues
Services may include, but are not limited to:

- Human Resources consulting and coaching
- Guidance on personnel and employee relations matters
- Support related to labor relations and negotiations
- Advisory assistance to district leadership during transition period

This action supports:

- Organizational stability during leadership transitions
- Compliance with employment law and labor requirements

- Continuity of Human Resources Services to schools and departments

Fiscal Impact
SEAC will charge $225 per hour, and billed monthly on actual services rendered. (01.0-00000.0-00000-72000-5850-7550000)

Recommendation
Human Resources Services recommends that the Board of Education approve the Consultant Agreement between the Burbank Unified School District and the School Employers Association of California (SEAC) to provide Human Resources Support, effective May 22, 2026 through June 30, 2026, as presented.

SEAC's mission is to empower SEAC districts with

KNOWLEDGE
TRAINING
LEGISLATIVE INFLUENCE

in the areas of employee-employer relations, collective bargaining and human resources.

Knowledge

SEAC districts receive:

- **Weekly electronic updates** on legal decisions, legislation, and key issues
- **Timely information** updates on breaking news
- **Research** upon request on labor relations, negotiations, and HR issues
- **Sample documents and contract language** in specific areas upon request
- **Answers** to questions related to negotiations, employee-employer relations, and personnel challenges
- **Advice** in human resources, governance, and leadership areas when requested
- **Studies** performed at discounted rates for SEAC members upon request
- **Health Benefits analysis**, including one free analysis and discounted health benefits consultant services if desired

Training

SEAC districts benefit from:

- **Training sessions** brought to member districts on topics of need and interest (including one free workshop per member district per year)
- **Workshops** developed upon request to meet individual district needs on a wide variety of topics, at discount rates for member districts
- **Discounted registration** for the comprehensive **SEAC School Management Negotiators Certification Program**, an academy to prepare new, aspiring, and current Superintendents, HR leaders, & Business leaders and district negotiating team members in all aspects of collective bargaining in California
- **Interest-Based Bargaining (IBB) training**, at discounted rates for member districts, for combined management and association negotiating teams.

Legislative Influence

SEAC partners with Capitol Advisors to provide a powerful voice for member districts in Sacramento. Ongoing advocacy includes:

- **SEAC inquiry and response to legislative issues** raised by member districts
- **Regular legislator contacts and communications** by SEAC staff and by Capitol Advisors on behalf of SEAC
- **An annual Lobby Day** for the SEAC Board to address major issues with legislators and advisors
- **Target legislation advocacy** each year to support district leadership and management needs

Extended Services….

SEAC also offers extended services at discounts to SEAC member districts. See the SEAC website at seacal.org.

THE SCHOOL EMPLOYERS ASSOCIATION OF CALIFORNIA

JOINT POWERS AGREEMENT

THIS AGREEMENT is made and entered into between school districts, community college districts, county offices of education, and the other public agencies designated on Exhibit 1. Additional agencies may join and Exhibit 1 will be amended from time-to-time.

RECITALS

1. The purpose of this Agreement is to provide employers services through the School Employers Association of California, an independent Joint Powers Agency ("JPA"), in order to maintain programs, policies, and procedures necessary to understand and be guided by the provisions of the Educational Employment Relations Act, California Government Code Sections 3540, et seq.

2. The coordinated programs and services to be provided will result in benefits to each member agency. Such coordinated services will result in less cost to the taxpayers than if such services were separately provided.

3. Each member is a public agency as defined by Government Code Section 6500 et seq. and is authorized and empowered to contract for the joint exercise of powers common to each member.

NOW, THEREFORE, in consideration of the mutual promises set out, the parties agree as follows:

ARTICLE I: POWERS AND PURPOSES

ASSOCIATION CREATED. The Association is formed by this Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title I (commencing with Section 6500) of the Government Code of the State of California. The Association shall be a public entity separate from the parties hereto and its debts, liabilities and obligations shall not be the debts, liabilities and obligations of its members.

1. **PURPOSE OF THE AGREEMENT: Common Powers to be Exercised.** Each member individually has the statutory ability to provide programs and services in the field of employer-employee relations. The purpose of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

2. **EFFECTIVE DATE OF FORMATION.** The independent Association shall be formed as of July 1, 2002, or such later date as agreed to in writing by a majority of the members (the "Effective Date").

3. **MEMBER AGENCIES.** The member agencies are school districts, community college districts, county offices of education and similar public agencies listed on Exhibit 1. An agency may join upon execution of this Agreement and an affirmative vote of the majority of the SEAC Board.

4. **POWERS**. Pursuant to and to the extent required by Government Code Section 6509, the Association shall be restricted in the exercises of its powers in the same manner as is a school district. Through the Board the Association shall have the power to do any of the following in its own name:
   A. To exercise the common powers of its members in providing programs and services in the field of employer-employee relations.
   B. To make, assume and enter into contracts, including contracts with members.
   C. To determine compensation and working conditions and negotiate contracts with employees and professional organizations.
   D. To employee such agents, employees and other persons as it deems necessary to accomplish its purpose.
   E. To employ an Executive Director, accountable to the Board, to administer the provisions of this Agreement. The Executive Director shall serve at the pleasure of the Board and may hire subordinate employees.
   F. To lease, acquire, hold and dispose of property.
   G. To invest surplus funds.
   H. To incur debts, liabilities, or obligations, provided that all long term bonded indebtedness, certificates of participation or other long-term debt financing require the prior consent of the members as set out in Article IV hereof.
   I. To sue and be sued in its own name.
   J. To apply for grants, a loan, or other assistance from persons, firms, corporations, or governmental entities or to file for mandated reimbursement.
   K. To use any and all financing mechanisms available to the Association, subject to the provisions of Article IV hereof.
   L. To prepare and support legislation related to the purposes of the Agreement.
   M. To lease, acquire, construct, operate, maintain, repair and manage new or existing facilities as well as to close or discontinue the use of such facilities.
   N. To levy and collect payments and fees for services.
   O. To provide related services as authorized by law.
   P. To contract for the services of attorneys, consultants and other services as needed.
   Q. To purchase insurance or to self-insure and to contract for risk management services.
   R. To adopt rules, regulations, policies, bylaws and procedures governing the operation of the Association.
   S. To establish one or more types of associate or subsidiary memberships.

ARTICLE II: ORGANIZATION

1. **MEMBERSHIP**. The members of the Association shall be the original parties hereto, which have not withdrawn from the Association, as set out on Exhibit 1, and such other school and community college districts, county offices of education, and public agencies as may join the Association after execution of this Agreement. New members may join on the terms and conditions set out in Article VII hereof.

2. **GOVERNANCE STRUCTURE.** The independent JPA governance structure shall be a nine-member Board of Directors. Only superintendents of public school districts and county offices of education, and presidents/chancellors of community college districts from member districts in California may be elected as Directors. Designees other than the elected Director may serve in the elected director's seat with a majority vote of the entire Board.

3. **ELECTION PROCEDURES.**
   A. The nine members of the board shall be elected to three-year terms with a limit of two consecutive terms. After one year off the board, a member may be nominated for reelection. Three members shall be elected annually. The election process shall follow these steps:
      1) Not later than July 1 of each year, commencing in July 2002, Not later than August 1 of each year, the Chair of the Nominating Committee shall call a meeting of the Nominating Committee to propose names of possible candidates. The slate of nominees may be the minimum number needed to fill the upcoming vacancies, or may be additional nominees.
      2) Not later than September 1 each year, the Chair of the Nominating Committee shall submit a report and recommendations to the Board of Directors. A majority vote of the Board of Directors is required to make the nominations official.
      3) Not later than October 1 each year, the Executive Director shall mail a ballot to all members. The ballot shall include the names of the nominees, a brief vita for each, and a nominee's statement, not to exceed 50 words.
      4) Ballots are due in the SEAC Office not later than November 1 of each year. The Chair of the Nominating Committee shall call a meeting of the Nominating Committee to count the ballots, certify the results, and report the results to the Chair of the Board of Directors. After Board action to receive the results, the Chair of the Board of Directors shall inform the nominees of the results in writing.
      5) After receipt of the results, the newly elected Board Members shall be contacted by the Executive Director and provided with materials and information needed to begin service as a SEAC Board Director.
   B. Board Member Attendance. Board members shall attend all scheduled or called meetings of the board. Two absences without notification and a valid excuse within a calendar year will cause the Chair of the Board to contact the director to determine continued availability and interest in serving on the Board. If the director indicates he/she is unable to continue service on the Board, the Chair of the Board shall contact the Chair of the Nominating Committee to determine if former nominees or candidates are recommended to serve out a term. If so, the Chair of the Board will contact one of them, and if he/she agrees, will be appointed to complete the term upon ratification of a majority of the Board. If no former nominees or candidates are available, the Chair of the Board shall ask the Chair of the Nominating Committee to reconstitute the committee and submit a name or names.
   C. Directors Expenses at Board Meetings. Directors and their employers will not be paid or reimbursed for expenses for attendance at the Board meetings, unless reimbursement is approved by the Executive Director prior to the annual budget preparation deadline.

4. **PRINCIPAL OFFICE.** The principal office of the Association shall be located at 2604B El Camino Real, Suite 359, Carlsbad,CA 92008 and may be otherwise designated by the Board from time to time.

5. **MEETINGS.**
   A. **First Meeting.** The first and organizational meeting of the Association shall be held at its principal office on the Effective Date, or on another date otherwise designated by the Board.
   B. **Location of the Board Meeting.** The Board shall meet at a place designated by the Board. The time and place of the regular meetings of the Board shall be determined by resolution adopted by the Board,

and a copy of such resolution shall be furnished to each party hereto. All Board meetings, including regular, adjourned and special meetings, shall be called, noticed and held in accordance with the Ralph M. Brown Act, Section 54950, et seq. of the Government Code (the "Brown Act") as it may be amended from time to time.

C. **Quorum: Voting.** A majority of the Directors shall constitute a quorum for the purpose of the transaction of business relating to the Association. Each Director, or alternate in the absence of any voting Director, shall be entitled to one vote. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Association.

D. **Officers.** At its organizational meeting, the Board shall elect from among its members a chair and vice-chair and thereafter, at the first meeting in each calendar year, the Board shall elect or re-elect a chair and vice-chair. In the event that the chair or vice-chair ceases to be a Director, the resulting vacancy shall be filled in the same manner at the next regular meeting of the Board held after such vacancy occurs. In the absence or inability of the chair to act, the vice-chair shall act as chair. The chair, or in his or her absence the vice-chair, shall preside at and conduct all meetings of the Board. In the absence of the chair and vice-chair, the Board shall elect a chair *pro tempore* to preside at and conduct the meeting. The Board shall also appoint a secretary.

E. **Minutes.** The secretary to the Association shall provide notice of, prepare and post agendas for, and keep minutes of regular, adjourned regular, and special meetings of the Board, and shall cause a copy of the minutes to be forwarded to each Director. The secretary will otherwise perform the duties necessary to ensure compliance with the Brown Act and other applicable rules or regulations.

F. **Rules.** The Board may adopt from time to time such bylaws, rules and regulations for the conduct of its affairs that are not in conflict with this Agreement, as it may deem necessary.

G. **Fiscal Year.** The Association's fiscal year shall be July 1 of each year, or in the year of its formation, the Effective Date, to and including the following June 30.

H. **Assent of Members.** The assent or approval of a member in any matter requiring the approval of the governing body of the member shall be evidenced by a copy of the resolution of the governing body filed with the Association.

I. **Committees.** The Board may establish standing or ad hoc committees or subcommittees composed of Board members, staff, member public agency and/or the public to make recommendations on specific matters.

J. **Additional Officers and Employees: Contract Services.**

1) Pursuant to Government Code Sections 6505.5 and 6505.6, the Board shall appoint an officer or employee of the Association, an officer or employee of a member public agency or a certified public accountant to hold the offices of treasurer and auditor for the Association. Such person or persons shall possess the powers of and shall perform the treasurer and auditor functions for the Association required by Government Code Sections 6505, 6505.5, and 6505.6, including any subsequent amendments thereto. Pursuant to Government Code Section 6505.1, the clerk of the Association and the auditor and treasurer shall have charge of certain property of the Association. The treasurer and auditor shall assure that there shall be strict accountability of all funds and reporting of all receipts and disbursements of the Association. The treasurer, auditor and clerk of the Association may be required to file an official bond with the Board in an amount that shall be established by the Board. Should the existing bond or bonds of any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be appropriate expenses of the Association.

2) The Board may appoint general counsel and special counsel to the Association to serve as necessary.

3) The Board may contract with a member to provide necessary administrative services to the Association as appropriate. Any administrative duties also may rotate from year to year.

ARTICLE III: OPERATIONS AND EQUIPMENT

1. **ASSETS AND LIABILITIES.** An up-to-date list of all SEAC personnel, employment agreements, pension agreements, assets (including but not limited to real property, equipment, reserves, contracts and deposits) and all known liabilities (including but not limited to tort and workers' compensation cases and claims) shall be maintained by the secretary to the board.

2. **OPERATIONS.** The operations of the association's office, the management of the association's funds (within the policies of the board), and the supervision and evaluation of staff and independent contractors shall be the responsibility of the executive director under the direction of the board of directors.

ARTICLE IV: FUNDING OF OPERATIONS

1. **BUDGET PROCEDURES.**
   A. The Executive Director and Designated Staff shall be responsible for the finances of the Association using accepted accounting practices. The Board of Directors is accountable to the membership for the establishment and oversight of all fiscal policies and practices.
   B. The budget process shall be year-round based on a fiscal year beginning July 1 and ending on June 30. The Board of Directors shall adopt the annual budget no later than May 15 of each year. The Board of Directors shall receive quarterly financial reports, and, at its discretion, may order additional financial reports.
   C. Fiscal policies shall be adopted and revised by the Board of Directors.
   D. The Executive Director and Designated Staff shall develop fiscal procedures as required by law and adopted by the Board of Directors.

2. **EXPENDITURES FOR THE APPROVED BUDGET.** All expenditures within the designations and limitations of the approved general budget shall be made on the authorization of the Board for general budget expenditures without further action. No expenditures in excess of those budgeted shall be made without the approval of a majority of all of the Directors of the Board amending the budget and appropriations.

3. **CONTRIBUTIONS FOR BUDGETED AMOUNTS.** By becoming a signatory, a member agency agrees to provide the Association with a total annual payment, based upon the school district's, community college district's, and public agency's Average Daily Attendance, or the number of employees of the member county office of education, based on the current California Basic Educational Data System (CBEDS) data, and as set forth in the following fee schedule.

NUMBER OF COUNTY DISTRICT ADA	OR	EMPLOYEES	ANNUAL FEE
0 - 200		1 - 150	$ 197
201 - 900		151 - 300	399
901 - 1,500		301 - 450	798
1,501 - 2,500		451 - 600	1,244
2,501 - 5,000		601 - 750	1,662
5,001 - 7,500		751 - 900	1,878
7,501 - 10,000		901 - 1,100	2,086
10,001 - 15,000		1,101 - 1,300	2,858
15,001 - 20,000		1,301 - 1,500	3,100
20,001 - 30,000		1,501 - 1,700	3,210
30,001 - 60,000		1,701 - 1,900	5,069
over - 60,000		over - 1,900	5,432

A ten percent late fee will be charged after 90 days.
The above fee schedule may be modified by a majority of the Board of Directors no more than once each fiscal year. Fee modification, if any, shall be determined no later than April 1.
Any such modified fee schedule shall be become effective on July 1, following modification.

This Agreement shall continue in effect as to each member unless written notification of cancellation of this Agreement is submitted to the Board not later than April 1 of any year.

4. **TERMINATION.** Failure by any member to make payments when due constitutes grounds for expulsion from the Association. Prior to expulsion, the Association shall provide written notice of its intention to expel such member if payment is not received within thirty (30) days of the date of such notice. Failure to make payments when due shall constitute grounds for expulsion and/or imposition of an Association-determined late fee. Alternatively, or in addition to the remedies set forth herein, the Association may bring legal action to collect unpaid amounts.

5. **ASSOCIATION COOPERATION.** The Association agrees to fully cooperate with each of the members in pursuing federal and/or state claims for mandated cost reimbursements.

6. **OWNERSHIP.** Except as provided herein, all personal property, including but not limited to, facilities contracted, installed, acquired or leased by the Association, apparatus and equipment, personnel and other records and any and all reserve funds, shall be held in the name of the Association for the benefit of the members of the Association in accordance with this Agreement.

7. **DISPOSITION OF ASSETS UPON TERMINATION.** The Association by a 2/3 vote may vote to terminate this Agreement, or termination will occur if only one member is left in the Association. If termination occurs, all surplus money and property of the Association shall be conveyed or distributed to each member in proportion to all funds provided to the Association by that member on behalf of that member during its membership. Each member shall execute any instruments of conveyance necessary to effectuate such distribution or assignment.

8. **LIABILITIES.** Except as otherwise provided herein, the debts, liabilities and obligations of the Association shall be the debts, liabilities or obligations of the Association alone and not of the parties of this Agreement. There shall be no joint and several liabilities of members.

ARTICLE V: ACCOUNTING AND AUDITS

1. **ACCOUNTING PROCEDURES.** Full books and accounts shall be maintained for the Association in accordance with practices established by or consistent with, those utilized by the Controller of the State of California for like public entities. In particular, the Association's auditor and treasurer shall comply strictly with requirements governing joint powers agencies, Article 1, Chapter 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500).

2. **AUDIT.** The records and accounts of the Association shall be audited annually by an independent certified public accountant. Copies of the audited financial reports, with the opinion of the independent certified public accountant, shall be filed with the County Auditor, the State Controller and each member within six (6) months of the end of the fiscal year under examination.

3. **BANK ACCOUNTS.** The Association may establish bank accounts and other legal financial accounts.

ARTICLE VI: SERVICES TO BE PROVIDED

The Association will provide the following services and member agencies agree to contribute information available to them as requested by the Association:

1. **LIBRARY - CLEARING HOUSE**: Compile a central-file library of resources for the use of all member agencies which includes, but is not limited to, the following kinds of documents from all available sources, with the primary area of concentration being California.
    A. District policies, rules and regulations.
    B. Representation election data and material from both union and management.
    C. Union bylaws, constitutions and financial information.
    D. Recognition agreements and stipulated unit determinations.
    E. Collective bargaining agreements and initial proposals.
    F. Arbitration awards, factfinding recommendations, and related materials.
    G. Information about and from the Public Employment Relations Board (PERB).
    H. Rulings and legal case decisions provided from other employer-employee relations and law libraries.
    I. Arbitrators and factfinders list.

    The Association shall index and publish the above-listed documents in a catalog that shall be distributed to all member agencies. Upon request, the Association will provide, free of charge, one (1) copy of any document listed in the catalog. Additional copies shall be provided at cost to the requesting member agency. The Board of Directors will set the cost of materials.

2. **REPORTING**: Prepare and distribute regular updates and special notices to member agencies reporting on PERB and court decisions; legislative developments; recent contract proposals and settlements; strikes; survey results; recognition demands and petitions filed; election results; recognitions granted; arbitration awards; and factfinding awards.

3. **SURVEYS**: Compile and publish, in cooperation with member agencies, survey data covering wages, benefits, contract terms, etc. This data is to be collected and compiled with a view toward use in collective bargaining and factfinding.

3. **WORKSHOPS**: Sponsor conferences and workshops in person or on-line as determined by the Board of Directors on the full range of labor-management relations.

4. **LEGISLATION**: Develop and coordinate legislative efforts, as directed by the Board of Directors.

5. **GENERAL COORDINATION**:
   A. Coordinate the efforts of member agencies that have pending PERB matters, including rule-making procedures and important areas of case decisions; furnish "amicus curiae" support in cases of general employer interest. This shall be accomplished in coordination with the counsels representing the school districts, community college districts, county offices of education and other public agencies and/or through special legal service contracts as authorized by law.
   B. Provide information to individual member agencies regarding resolution of common problems. Coordinate efforts and develop appropriate general management positions.

ARTICLE VII: ADDITION OF MEMBERS AND WITHDRAWAL

1. **ADDITION OF MEMBERS.**
   A. Members may join the Association by signing and transmitting a copy of the Agreement to the SEAC office. Upon receipt of the signed Agreement the Association will sign and return a copy.
   B. Initial Term. School and community college districts, county offices of education and other public agencies shall be members of the Association for an initial one-year term.
   C. Subsequent Terms. Membership terms shall automatically renew year to year, on the same terms and conditions as the prior term, unless the member notifies the Association in writing 90 days prior to June 30.

2. **MEMBER WITHDRAWAL.** Members may withdraw from the Agreement on June 30 with the 90-day notification.

3. **ADDITIONAL TYPES OF MEMBERSHIPS.** The Board may establish one or more types of associate or subsidiary memberships.

ARTICLE VIII: NOTICE OF AGREEMENT

1. **INITIAL NOTICE.** Upon the Effective Date of this Agreement, the Association shall timely file with the Office of the Secretary of State the information required by Government Code Sections 6503.5 and 53051.

2. **NOTICE TO MEMBERS.** Notice to members shall be deemed given when mailed to them, first class, postage prepaid, or faxed to the address/or fax number set out by their signatures.

3. **AMENDMENT.** This Agreement may not be amended or modified, except to add members, unless by a vote of two-thirds of all of the members; provided however, that no amendment shall change the length of a term, during the pendency of any term.

4. **HEADINGS.** The headings in this Agreement are for convenience only and are not to be construed as modifying or explaining the language in the section referred to.

5. **SEVERABILITY.** Should any part, term, or provision of this Agreement be determined by a court to be illegal or unenforceable, the remaining portions or provisions of this Agreement shall nevertheless be carried into effect.

6. **NO CONTINUING WAIVER.** No waiver of any term or conditions of this Agreement shall be considered a continuing waiver thereof.

7. **SUCCESSORS.** This Agreement shall inure to the benefit of and be binding upon any successors or assignees of the members. No member may assign any right or obligation hereunder without the prior written consent of a majority of all of the Directors of the Board.

8. **NO THIRD PARTY BENEFICIARY.** The members agree that except as provided in Article IX, Section 7 as above, the provisions of this Agreement are not intended to directly benefit, and shall not be enforceable by, any person or entity not a party to this agreement.

IN WITNESS WHERE, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

MEMBER AGENCY	JOINT POWERS AGENCY
_____	**School Employers Association of California**
Name of Agency	Name of Agency
By _____	By John A. Roach
Signature	Signature
_____	**John A. Roach, Ed.D.**
Typed or Printed Name	Typed or Printed Name
Title _____	Title **Executive Director**
Date _____	Date: January 16, 2026
Address: _____	Address: 2604B El Camino Real
_____	Suite 359
_____	Carlsbad, CA 92008
_____	Phone: (949)387-1869
	E-mail: jroach@seacal.org
_____	

Contract for Services

Statement of Work

This Statement of Work is entered into by and between the **School Employers Association of California** ("SEAC") and **Burbank Unified School District** ("Client"). The parties agree to the following terms and conditions for contracted services to be provided from **May 2026 through June 30, 2026**, as needed:

1. **Purpose of Services**
   Client seeks to receive Human Resources and Negotiations consulting and coaching services.

2. **Scope of Services**
   SEAC will assign Linda Harding, or another mutually agreed-upon SEAC consultant/coach, selected from among SEAC's qualified consultants, to provide the Client with Human Resources consulting and coaching services.

3. **Compensation and Expenses**
   The Client agrees to compensate SEAC at a rate of **$225 per hour** for services rendered. The Client also agrees to reimburse SEAC for reasonable and necessary travel expenses and required materials, if applicable.

4. **Billing**
   SEAC will invoice the Client monthly, with billing issued at the end of each month for services provided during that period.

5. **Term Extension**
   Upon written request from Client, this agreement may be extended subject to mutual written agreement by both parties regarding revised dates, scope, and costs.

School Employers Association of California (SEAC)
2604 B El Camino Real, Suite 359 Carlsbad, CA 92008
Office: 949.387.1869
Email: jroach@seacal.org

6. **JPA Membership**
   Since the Client has been a long term member of the SEAC JPA we will reinstate Burbank for the balance of 2025-26 at no cost to give you member rates on services. It is expected that you will continue membership in 2026-27 at the rate of $2858.

   A copy of the SEAC JPA is attached. Also attached to this email is a list of services provided by SEAC to our members. On the SEAC website there is a portion dedicated to historical documents, such as district contracts. To access this site, please visit our Members only Document Center at Document Center. The password is **member24.**

For Burbank Unified School District:

Name and Title Date

For the School Employers Association of California (Tax ID # 68-051351):

May 8, 2026

John A. Roach, Executive Director Date

School Employers Association of California (SEAC)
2604 B El Camino Real, Suite 359 Carlsbad, CA 92008
Office: 949.387.1869
Email: jroach@seacal.org

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Amended Agreement for Professional Services (Human Resources)

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

Discussion/Issues
The Board of Education approved an Agreement with Alpha Interpreters, on August 21, 2025. The Board of Education also approved $35,000.00 increase on April 9, 2026. The District is required to provide interpreting employees services to employees. The previous funding approved has been exhausted and a $80,000.00 increase is needed in order to pay for services rendered. The contract with Alpha Interpreters, allows for employees to receive American Sign Language interpreting services as needed.

Fiscal Impact
The amount needed to increase the Agreement is $80,000.00 (010-00000.0-00000-72000-5850-7550000).

Recommendation
Human Resources Services, recommends that the Board of Education amend the Agreement for Professional Services between the Burbank Unified School District and Alpha Interpreters, to provide American Sign Language interpreting to employees with an increase of $80,000.00 (010-00000.0-00000-72000-5850-7550000), effective August 1, 2025 through June 30, 2026, and that authority to sign the agreement be pursuant to BUSD—AR 3314, as presented.

ALPHA
INTERPRETING AGENCY

Alpha Interpreting Rates and Policies
2025-2026

2025-2026 Alpha Interpreting Rates	
Standard ASL	$115/hr: Classroom, staff meetings, trainings, IEPs, Conferences, Substitute assignments, etc.
Ongoing Classroom ASL (Discounted)	$110/hr Interpreting K-12 settings, min 25+hr/ week
Signing Paraprofessionals	$95/hr standard $90/hr ongoing
Specialty ASL Services	Additional $25/hr for assignments requiring specific skills e.g. trilingual, legal, tactile, tutoring, ASL instruction.
CART Services	Standard: $150 face-to-face, $135 virtual Ongoing: $125 face-to-face, $110 virtual

ALPHA INTERPRETING POLICIES:

Number of Interpreters: To protect the occupational safety of our interpreters and to assure the highest quality communication, assignments exceeding one hour, or containing complex, interactive content will require a team of two or more interpreters. Our scheduler will work with you to determine the appropriate number of interpreters needed for your assignment. In the case that you are unavailable to discuss the number of interpreters required, Alpha will make the necessary determinations. Team assignments are charged per interpreter.

Reimbursable Charges: Reasonable parking, public transportation, mileage (current government rate) and other fees incurred during service provision may be charged.

Cancellations: Customers will be billed in full for any assignment not canceled with **THREE FULL BUSINESS DAYS** notice remaining before the scheduled event. For example, an assignment on Wednesday must be canceled by close of business on the previous Thursday to avoid charges.

Payment Options/Invoices: ACH/EFT payments are preferred. Customers will receive a detailed invoice which must be paid within thirty (30) days of receipt of invoice. Accounts 45 days past due may be charged 1.5% interest on the outstanding balance.

Ongoing assignments: Ongoing assignments must be terminated with a minimum of two weeks' notice to avoid charges.

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: Burbank Unified School District	Alpha Interpreting Agency
Signature: [signature]	Signature: [signature]
Date: 8/25/2025	Date: July 29, 2025
Printed Name/Title: Sarah Rudchenko, Ed.D Assistant Superintendent of Human Resources Services	Printed Name and Title: Roy Kelly McCrory, CEO
Address: 1900 W. Olive Ave. Burbank, CA 91506	Address: 1136 Millbrook Rd, Corona, CA 92882
Contact Phone: (818) 729-4410	Contact Phone: 310-220-9655
Contact Email:	Contact Email: roy@alphainterpreters.com

ALPHA
INTERPRETING AGENCY

EFFECTIVE January 1, 2024

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** Customer is responsible for providing safe and secure access to Alpha Interpreting Agency interpreters for any facilities in which services are to be provided. Customer 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 Customer. Customer 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 Customer 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** Customer 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.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Amended Agreement for Professional Services, Atkinson, Andelson, Loya, Ruud & Romo (General Fund)

Background:
The Burbank Unified School District has the need from time to time for legal advice, support and direction in areas of specialty such as education law. Services may also include preparation for and representation in court.

Discussion/Issues:
Atkinson, Andelson, Loya, Ruud & Romo will provide legal services in regard to education law, public agency law, personnel, employee relations, expulsions, special education, contracts, real property and other District matters, including representation of the District in arbitration, administrative and court proceedings, as requested by the District.

Fiscal Impact:
For the period July 1, 2024 through June 30, 2026, the District hereby agrees to pay the Law Firm in connection with the above referenced services as at the following hourly rates:

	July 1, 2024-June 30, 2025	July 1, 2025-June 30, 2026
Senior Partners	$370.00	$385.00
Partners/Senior Counsel	$345.00	$355.00
Senior Associates	$330.00	$340.00
Associates	$315.00	$325.00
Electronic Technology Litigation Specialist	$265.00	$275.00
Non-Legal Consultants	$245.00	$245.00
Senior Paralegals/Law Clerks	$195.00	$205.00
Paralegals/Legal Assistants	$185.00	$195.00

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.

Recommendation:
Administrative Services recommends that the Board of Education amend the agreement between Burbank Unified School District and Atkinson, Andelson, Loya, Ruud & Romo to perform specific services, effective July 1, 2024 through June 30, 2026, not to exceed $1,200,000 per year (01.0-00000.0-00000-72000-5820-7400000), and that authority to sign the agreement be exercised pursuant to BUSD—AR 3314, as presented.

Note: The agreement was originally approved on September 5, 2024 for a total not to exceed $225,000. A prior amendment increased the budgeted amount by $320,000, resulting in a not to exceed amount of $545,000. This amendment increases the budgeted amount by an additional $655,000, due to outstanding invoices and projected legal costs through June 30, 2026. The new not to exceed amount is $1,200,000.

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2024, 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, 2024, through June 30, 2026. For the period July 1, 2024, through June 30, 2026, 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, 2024 June 30, 2025	July 1, 2025- June 30, 2026
Senior Partners	$370.00	$385.00
Partners/Senior Counsel	$345.00	$355.00
Senior Associates	$330.00	$340.00
Associates	$315.00	$325.00
Electronic Technology Litigation Specialist	$265.00	$275.00
Non-Legal Consultants	$245.00	$245.00
Senior Paralegals/Law Clerks	$195.00	$205.00
Paralegals/Legal Assistants	$185.00	$195.00

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.

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. 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.

X. BINDING ARBITRATION

If any dispute arises out of, or related 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, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

XI. DURATION

This Agreement shall be effective July 1, 2024, through June 30, 2026, 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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XII. EXECUTION DATE

This Agreement is entered into this 1st day of July, 2024.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: 9/10/24

By: _____
JAMES C ROMO

"District"

BURBANK UNIFIED SCHOOL DISTRICT

Dated: 9/6/2024

By: _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Robin Rickman, Project Manager
SUBMITTED BY:	Crystal Cozakos, Sr. Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of List of Selected Firms for On-Call Civil Engineering and Land Surveying Services for the ABC Bond Program and Other District Projects

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Background:
The Measure ABC Bond is designed to improve the quality of education, enhance health, safety, and security, and upgrade outdated infrastructure including playgrounds surfaces, land surveying. parking lots, storm drain systems and to meet ADA and current LA County code requirements. To achieve these objectives, the District must engage qualified engineering firms to provide programming, design, and construction administration services.

As a best practice, the District advertises a Request for Qualifications (RFQ) for On-Call Civil Engineering and Land Surveying Services every five (5) years or upon passage of a new bond. In accordance with this practice, the District advertised the RFQ in February 2026, and received twelve (12) Statements of Qualifications (SOQs) by March 13, 2026.

Discussion/Issues:
A selection committee consisting of two (2) District staff members conducted a qualifications-based review on April 2, 2026, completing the screening process. On April 9, 2026, the District deemed nine (9) Civil Engineering Firms and two (2) Land Surveying Firms complete and qualified (see Exhibit A).

As projects are identified, proposals will be solicited from the approved firms, and individual agreements will be presented to the Board of Education for approval prior to execution. This would provide the District with flexibility to match the consultant to the scope and complexity of each project rather than committing to a single firm for all work.

Financial Impact:
Approval of the qualified firms identified below will provide the District with a cost-effective and efficient process for obtaining proposals for required Civil Engineering and Land Surveying Services

Recommendation:
The Administrative Services Department recommends that the Board of Education approve the award of the firms listed in Exhibit A to provide on-call Civil Engineering and Land Surveying Services for the ABC Bond Program and other projects throughout the District, as presented.

Exhibit A

On-Call Civil Engineering Services:

1. AE GROUP
2. B&J HBK
3. CASC ENGINEERING
4. CHAUNDHARY & ASSOC
5. COFFMAN ENGINEERS
6. LATITUDE 33 P&E
7. MOLLENHAUER GROUP
8. PSOMAS
9. SIKAND ENGINEERING

On-Call Land Surveying Services

10. SMITHCO DEVELOPMENT
11. BECKER & MIYAMOTO

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Malihe Shokouhi, Project Manager
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	May 21, 2026
SUBJECT:	Approval of Professional Services Agreement, Flewelling & Moody, Water Main Replacement, John Muir Middle School (Measure ABC Bond Fund)

Background:
Following concerns of the main water line developing ongoing leaks at John Muir Middle School, the District pursued architectural services to replace the original piping in order to restore the water distribution system.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- Westgroup Designs
- Westberg White Architecture
- DSK Architects

The opinion and discussions determined that the following selected architectural firm was acceptable for the professional design services for John Muir Middle School. The Project Assignment Amendment (PAA) Exhibits A-H is to be awarded to:

Flewelling & Moody to be the Architect of Record for the John Muir – Water Main Replacement

Discussion/Issues:
On April 23, 2026, Flewelling & Moody provided a proposal for the improvements at John Muir, and as per the master contract agreement. The scope of work includes the following services:

- Review existing facilities and available documents.
- Document existing areas of scope.
- Provide construction documents for contractor bids.
- Provide bidding assistance and construction administration services.
- Site survey and utility scans are excluded from this proposal.

Funding for this work has been allocated in the Facilities Master Plan under category 1A. The School Facilities Oversite Committee (SFOC) will be presented this item at the May meeting.

Fiscal Impact:
$4,000 (Measure ABC Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for the Water Main Replacement at John Muir Middle School, effective May 22, 2026 to May 21, 2027, not to exceed $4,000 (21.0-00000.0-91018-85000-6170-3220000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD -AR3314, as presented.

FLEWELLING & MOODY
architecture • planning • interiors

Proposal for:
Burbank Unified School District

Existing Water Main Replacement
For
John Muir Middle School

Submitted to:
Malihe Shokouhi
Project Manager

April 23, 2026

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I. Project Description and Scope of Work

Burbank Unified School District is requesting the following design scope for John Muir Middle School:

a. Provide drawings for replacement of approximately 90 feet of existing water main line.

II. Scope of Services

a. Review existing facilities and available documents.

b. Document existing areas of scope.

c. Provide construction documents for contractor bids.

d. Provide bidding assistance and construction administration services.

e. Site survey and utility scans are excluded from this proposal.

f. No DSA submittal will be required.

III. District Responsibilities

a. District shall provide access to facilities for Architect's site visit (2 included).

b. District shall coordinate with staff and any pertinent site councils/committees for any required meetings.

c. District shall provide as-built information for existing facilities as required, and as available.

d. District shall identify single point of contact for all the communication of any information.

IV. Project Team

The project team members assigned to this project shall be:

Flewelling & Moody:	Architect - Sam Sahand, AIA, C-32680
Plumbing Engineer:	Pacific Engineers Group (PEG)

V. Project Timeline

The project timeline is to be determined by District.

VI. Professional Services Fee

The fee for the specified scope of services shall be a “not to exceed fee” amount of $4,000. Billing shall be monthly. Reimbursable expenses shall be a “not to exceed amount of $500.00 and are to be invoiced separately at cost plus 15%. Additional Services shall be approved in writing, in advance by District and be invoiced per the hourly rates (see Exhibit “A” Schedule of Billing Rates) or per the agreed fixed additional fee amount with District.

Exhibit “A” 2026 Schedule of Billing Rates

Managing Principal	$330.00
Principal	$290.00
Associate Principal	$275.00
Managing Architect	$225.00
Senior Design Architect	$210.00
Architect II	$200.00
Architect I	$190.00
CASp Services	$270.00
Senior Project Manager	$225.00
Project Manager II	$190.00
Project Manager I	$175.00
Senior CA Field Representative	$190.00
CA Field Representative II	$180.00
CA Field Representative I	$165.00
Job Captain	$175.00
Senior Designer	$160.00
Designer II	$140.00
Designer I	$120.00
CADD III	$135.00
CADD II	$125.00
CADD I	$115.00
Senior Tech Assistant	$125.00
Tech Assistant II	$110.00
Tech Assistant I	$105.00
Secretary III	$100.00
Secretary II	$90.00
Secretary I	$80.00

Note: The Architect shall reserve the right for the scheduled fees to be adjusted at the beginning of each calendar year by an additional 4% for each year the Agreement is in effect or at the time of renewal or an extension of contract.

SERVICES AND EXPENSES:
THE FOLLOWING SERVICES AND EXPENSES WILL BE BILLED ON A TIME AND EXPENSE BASIS. ALL ASSOCIATED SERVICE LABOR WILL BE BILLED AT BILLING RATES STATED ABOVE AND ALL MATERIALS AND EXPENSES WILL BE BILLED AT COST PLUS 15%:

Site Surveys
Utility Scans
Reproductions
Plotting (required deliverables)
Scanning
Travel (more than 100 miles)
Photocopying
Subsistence
Sub-Consultants

Governmental or County fees will have an assessment of 20% markup.

DRIVEWAY
6' fence on wall
LAWN
4" GAS
GAS VALVE
5' fence
1961
Panel "A"
1951
ADMINISTRATION
Panel "B"
202
201
ELECTRIC
WATER VALVE
WATER VALVE
See Sprinkler
42'-1"
49'-10"
25'-6"
4'-2"
New Copper
Water Meters & VALVES
4" C.I.
76'-0"
80'-0"
32'-0"

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Malihe Shokouhi, Project Manager
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	May 21, 2026
SUBJECT:	Approval of Professional Services Agreement, Flewelling & Moody, Design of Shade Structure, Playground Area, Walt Disney Elementary School (Measure ABC Bond Fund)

Background:
Currently, there is no shade structure in the playground area at Walt Disney Elementary School. To address the concerns from parents and staff, the District is seeking to install a shade structure to the playground area that was recently renovated with Measure S Bond.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- Westgroup Designs
- Westberg White Architecture
- DSK Architects

The opinion and discussions determined that the following selected architectural firm was acceptable for the professional design services for Walt Disney Elementary School. The Project Assignment Amendment (PAA) Exhibits A-H is to be awarded to:

Flewelling & Moody to be the Architect of Record for the Walt Disney – Metal Shade Structure

Discussion/Issues:
On April 23, 2026, Flewelling & Moody provided a proposal for the shade structure design at Walt Disney Elementary School, and as per the master contract agreement. The scope of work includes the following services:

- Review existing facilities and available documents.
- Document existing facility spaces/areas based on identified areas of scope.
- Present options as requested.
- Provide construction documents and obtain DSA OTC approval.
- Provide bidding assistance and construction administration services and DSA close-out and certification after project completion.

- Site survey and utility scans are excluded from this proposal.
- Any access or fire life safety improvements required by DSA for documentation or revisions are excluded from this proposal.

Funding for this work has been allocated in the Facilities Master Plan under category Two (2). The School Facilities Oversite Committee (SFOC) will be presented this item at the May meeting.

Fiscal Impact:
$30,000 (Measure ABC Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and Flewelling & Moody for Design of Shade Structure in the Playground Area at Walt Disney Elementary School, effective May 22, 2026 to May 21, 2027, not to exceed $30,000 (21.0-00000.0-91022-85000-6170-2010000) Measure ABC Bond Fund, and that the authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

FLEWELLING & MOODY
architecture • planning • interiors

Proposal for:
Burbank Unified School District

New Metal Shade Structure
For
Walt Disney Elementary School

Submitted to:
Malihe Shokouhi
Project Manager

April 23, 2026

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Percentage of Total Fee per Phase 5

Exhibit "A" Schedule of Billing Rates 6

I. Project Description and Scope of Work

Burbank Unified School District is requesting the following design scopes for Walt Disney Elementary School:

a. New DSA PC approved metal shade structure at existing playground area.

II. Scope of Services

a. Review existing facilities and available documents.

b. Document existing facility spaces/areas based on identified areas of scope.

c. Present options as requested.

d. Provide construction documents and obtain DSA OTC approval.

e. Provide bidding assistance and construction administration services and DSA close-out and certification after project completion.

f. Site survey and utility scans are excluded from this proposal.

g. Any access or fire life safety improvements required by DSA for documentation or revisions are excluded from this proposal.

III. District Responsibilities

a. District shall provide access to facilities for Architect's site visits.

b. District shall coordinate with staff and any pertinent site councils/committees for the required meetings.

c. District shall provide as-built information for existing facilities as required, and as available.

d. District shall identify single point of contact for all the communication of any information.

IV. Project Team

The project team members assigned to this project shall be:

Assoc. Principal:	Sam Sahand, AIA, C-32680
Project Architect:	Joseph Almeida, AIA, C-42205
Project Job Captain:	Prianka Kuttappa

V. Project Timeline

The project timeline is to be determined by District. Project is to be submitted to DSA for over the counter review process.

VI. Professional Services Fee

The fee for the specified scope of services shall be a “not to exceed fee” amount of $30,000 based on a 12% fee for anticipated total project cost of $250,000.00. Should the actual project cost exceed this amount the fee shall be adjusted accordingly. Billing shall be monthly and per progress percentage indicated on the attached fee chart per phase as approved by District. Reimbursable expenses shall be based on 5% of the proposed fee ($1,500.00) and are to be invoiced separately at cost plus 15%. Additional Services shall be approved in writing, in advance by District and be invoiced per the hourly rates (see Exhibit “A” Schedule of Billing Rates) or per the agreed fixed additional fee amount with District.

PERCENTAGE OF TOTAL FEE PER PHASE		
Phase		**Phase Amount**
Pre-Design/Architectural Program Development Phase		**2.5%**
Schematic Design Phase		**10%**
Design Development Phase		**15%**
Construction Documents Phase-Submittal to DSA Approval by DSA		**25%** **5%**
Bidding Phase		**5%**
Construction Administration Phase		**27.5%**
Close Out Phase		**10%**
Generate Punch List	2%	
Sign Off On Punch List	2%	
Receive and Review All M & O Documents	2%	
Filing All DSA Required Close Out Documents	2%	
Receiving DSA Close Out, including DSA approval of the final set of Record Drawings	2%	
TOTAL BASE COMPENSATION		**100%**

Sam Sahand
Flewelling & Moody

END OF PROPOSAL

Exhibit “A” 2026 Schedule of Billing Rates

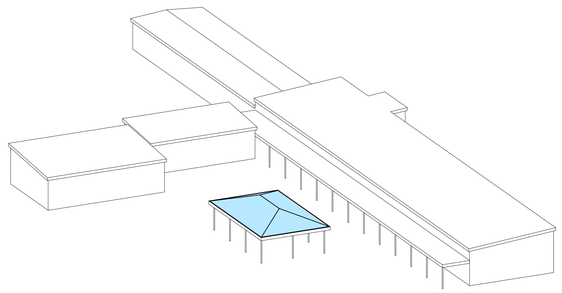
Managing Principal	$330.00
Principal	$290.00
Associate Principal	$275.00
Managing Architect	$225.00
Senior Design Architect	$210.00
Architect II	$200.00
Architect I	$190.00
CASp Services	$270.00
Senior Project Manager	$225.00
Project Manager II	$190.00
Project Manager I	$175.00
Senior CA Field Representative	$190.00
CA Field Representative II	$180.00
CA Field Representative I	$165.00
Job Captain	$175.00
Senior Designer	$160.00
Designer II	$140.00
Designer I	$120.00
CADD III	$135.00
CADD II	$125.00
CADD I	$115.00
Senior Tech Assistant	$125.00
Tech Assistant II	$110.00
Tech Assistant I	$105.00
Secretary III	$100.00
Secretary II	$90.00
Secretary I	$80.00

Note: The Architect shall reserve the right for the scheduled fees to be adjusted at the beginning of each calendar year by an additional 4% for each year the Agreement is in effect or at the time of renewal or an extension of contract.

SERVICES AND EXPENSES:
THE FOLLOWING SERVICES AND EXPENSES WILL BE BILLED ON A TIME AND EXPENSE BASIS. ALL ASSOCIATED SERVICE LABOR WILL BE BILLED AT BILLING RATES STATED ABOVE AND ALL MATERIALS AND EXPENSES WILL BE BILLED AT COST PLUS 15%:

Site Surveys
Utility Scans
Reproductions
Plotting (required deliverables)
Scanning
Travel (more than 100 miles)
Photocopying
Subsistence
Sub-Consultants

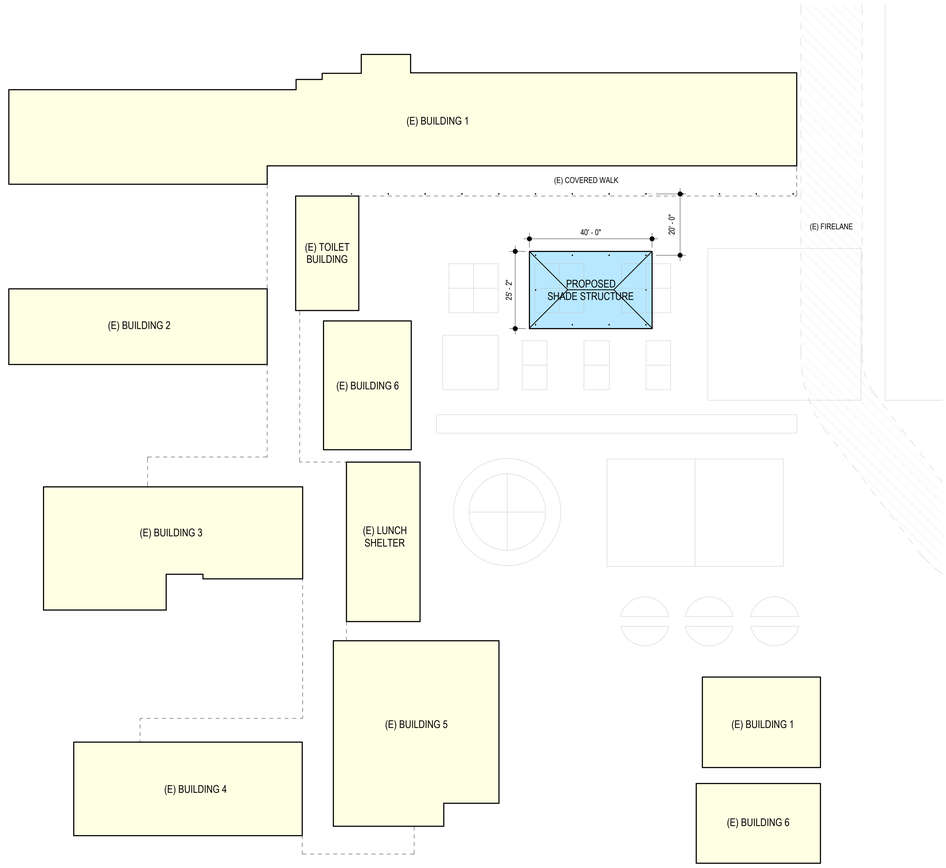
Governmental or County fees will have an assessment of 20% markup.



SHADE STRUCTURE OPTION 2 HIP ROOF - 3D VIEW

SCALE:

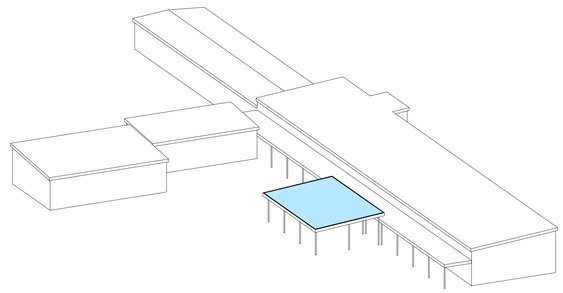
4
A1.01



PARTIAL SITE PLAN - PROPOSED SHADE STRUCTURE PLAN - OPTION 2

SCALE: 1" = 20'-0"

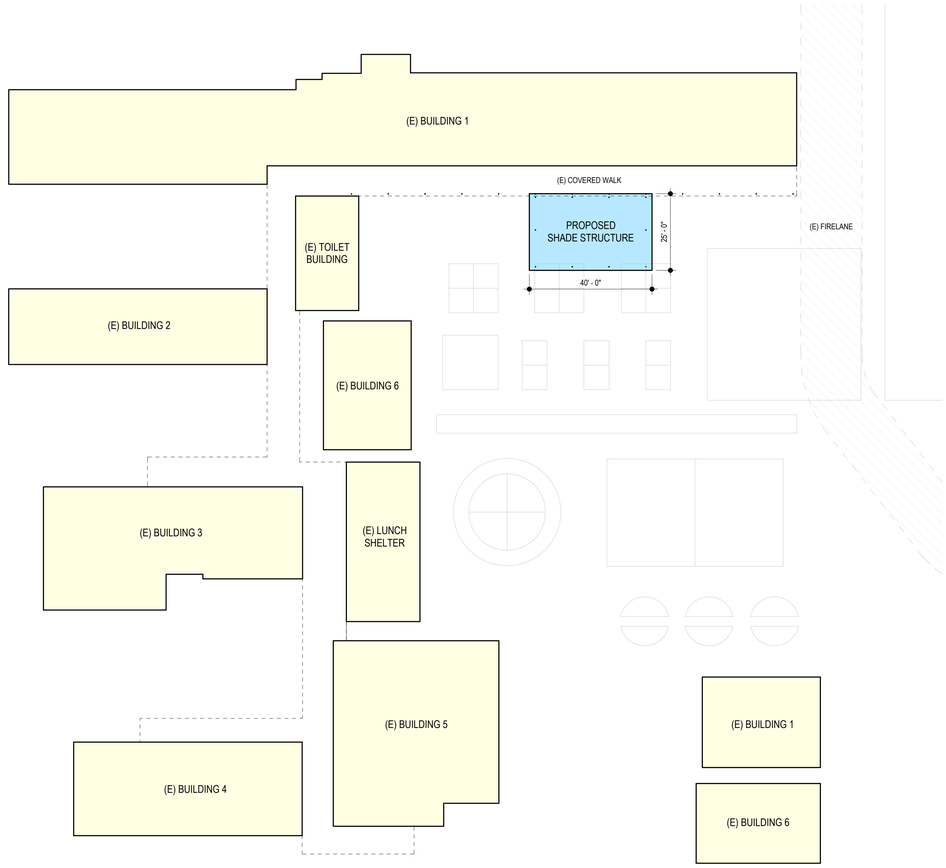
3
A1.01



SHADE STRUCTURE OPTION 1 SHED ROOF - 3D VIEW

SCALE:

2
A1.01



PARTIAL SITE PLAN - PROPOSED SHADE STRUCTURE PLAN - OPTION 1

SCALE: 1" = 20'-0"

1
A1.01

AGENCY

FLEWELLING & MOODY
architecture planning interiors

HEADQUARTERS OFFICE:
99 S. Lake Avenue, Suite 300
Pasadena, CA 91101
Phone: 323.543.8300
E-Mail: fm-pasadena@flewelling-moody.com

ANTELOPE VALLEY OFFICE:
1035 West Lancaster Boulevard
Lancaster, California 93534
Phone: 661.949.0771
E-Mail: fm-lancaster@flewelling-moody.com

An Employee Owned Corporation

ARCHITECT

CONSULTANT

Drawn by: Author

Check by: Checker

Revisions

No.	Date	Description

All dimensions must be checked at the job by the contractor who accepts full responsibility for their accuracy under the contract. These plans & the specifications in connection therewith have been prepared for a specific site. Any and all responsibility for their use in whole or in part on any other site is hereby disclaimed by Flewelling & Moody.

BURBANK UNIFIED SCHOOL DISTRICT

WALT DISNEY ELEMENTARY SCHOOL
PROPOSED SHADE STRUCTURE

1220 W ORANGE GROVE AVE.
BURBANK, CA 91506

Drawing Title

FLOOR PLANS AND MASSING OPTIONS

Job No. 3235.0000

Sheet No. **A1.01**

Date 08/22/2024

NOT FOR CONSTRUCTION

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Malihe Shokouhi, Project Manager
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	May 21, 2026
SUBJECT:	Approval of Professional Services Agreement, DSK Architects, Architectural Services, Security Reconfiguration/ADA Upgrades, George Washington Elementary School (Measure ABC Bond Fund)

Background:
To address the lack of security to the front entrance at George Washington Elementary School, the District is pursuing architectural services to switch the locations of classroom #5, Principal 's Office and Nurse area. In addition, the restrooms in these areas will be ADA compliant.

On September 4, 2025, the Board of Education approved the list of selected firms, consisting of ten (10) firms, for on-call Architectural Services for the Measure ABC Bond and all other construction projects throughout the District.

The following Exhibit A Architectural firms were selected:

- tBP Architecture
- Flewelling & Moody
- Perkins Eastman
- DC Arch
- GO Architects
- SVA Architects
- PJHM Architects
- Westgroup Designs
- Westberg White Architecture
- DSK Architects

DSK Architects has been selected to perform pre-design through construction administration and DSA certification for the Security Reconfiguration/ADA upgrade project at George Washington Elementary School.

Discussion/Issues:
Currently, the front entrance of George Washington Elementary School leads visitors to an open hallway, instead of the office lobby, creating security concerns. In order to correct this, the current Principal and Nurse offices will need to be relocated to the existing classroom #5 and vice versa. Both girls and boys multi-stall restrooms will be upgraded to be ADA compliant.

The 2023 Facilities Master Plan has allocated funds for accessibility upgrades and site improvements for George Washington Elementary School.

Funding for this work has been allocated in the Facilities Master Plan under category Two (2). The School Facilities Oversite Committee (SFOC) was presented this item at the May 6, 2026 meeting.

Fiscal Impact:
$315,480.00 (Bond Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a professional services agreement between Burbank Unified School District and DSK Architects for Architectural Services for Security Reconfiguration/ADA Upgrades at George Washington Elementary School, effective May 22, 2026 through May 21, 2027, not to exceed $315,480.00 (21.0-00000-0-00000-85000-6250-216-0000) Measure ABC Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

April 27, 2026 - Revised
~~April 6, 2026~~

Burbank Unified School District
1900 W. Olive Street
Burbank, CA 91506

Attention: Malihe Shokouhi, Project Manager – Contract Professional

Project: Washington Elementary School – Secure Entrance & Accessibility Upgrades

Dear Malihe,

Thank you for considering dsk architects for the Secure Entrance and Accessibility Upgrades project at Washington Elementary School located at 2322 N. Lincoln Street, Burbank, CA 91504. We are pleased to work with the District and to help improve your facilities. Below, please find a description of Scope of Work and Services provided as well as a simplified fee proposal.

Background:
dsk received an email from the District (Malihe) on February 7, 2026. Jeff called Malihe to discuss the project highlights on the same day. dsk met Malihe and the Principal on site on March 4, 2026. dsk and their consultants reviewed the District supplied documents and dsk sent the SOW confirmation document to Malihe on March 13, 2026. dsk remotely reviewed and confirmed the SOW document with Malihe and the Principal on March 23, 2026. dsk and their consultants (Civil & Electrical) re-visited the site on March 30, 2026. Jeff and Malihe had subsequent scope, schedule and budget confirmation calls on March 31, 2026, and April 1, 2026.

Scope of Work (reference SOW document in Appendix):

- Secure Entrance
  - Relocate Classroom #5 to current Principal Office & Nurse area with restroom
  - Relocate Principal Office & Nurse area with restroom to existing Classroom #5 space
  - Provide new pair of electronically controlled doors at intersection of vestibule and corridor
- Accessibility Upgrades
  - Boys Multi-Stall Restroom
    - Provide electronic hardware to restroom door from corridor
    - Remove existing lavatory and replace with new ADA compliant fixture
    - Remove existing metal toilet compartment partitions and replace with solid non-metallic toilet compartment partitions
    - Remove existing urinal and cap plumbing lines

- Girls Multi-Stall Restroom
  - Provide electronic hardware to restroom door from corridor
  - Remove existing lavatory and replace with new ADA compliant fixture
  - Remove existing metal toilet compartment partitions and replace with solid non-metallic toilet compartment partitions
- Remove existing exterior door and hardware at corridor next to Kitchen and replace with new door and hardware (change hinge and latch side orientation)
- Remove existing interior double doors from corridor near Kitchen and replace with new doors and hardware
- Remove existing panic device at gate to parking lot and provide new gate hardware, truncated domes, signage, and concrete walk at required clearance

Scope of Services:

- Schematic Design Phase
  - Prepare architectural schematic drawings
  - Prepare TOC specifications
  - Attend and coordinate site visit(s)
  - Coordinate with consultants and client
  - Participate in presentations & stakeholder workshops (see assumptions below)
  - Bi-Weekly virtual client coordination meetings
- Design Development Phase
  - Prepare architectural design development drawings
  - Generate specifications
  - Attend and coordinate site visit(s)
  - Coordinate with consultants and client
  - Participate in presentations & stakeholder workshops (see assumptions below)
  - Bi-Weekly virtual client coordination meetings
- Construction Documents
  - Prepare architectural construction document drawings
  - Update specifications
  - Coordinate with consultants and client
  - Participate in client coordination meetings as needed
- DSA Review and Approval
  - Coordinate with consultants and client
  - Prepare DSA required forms
  - Submit for DSA's review and approval
  - Respond to DSA comments
  - Obtain DSA approval
- Bidding
  - Coordinate development of bid documents
  - Attend bid walk
  - Respond to RFIs
  - Coordinate with consultants and client
- Construction Administration
  - Coordinate with consultants and client

- Prepare DSA administrative forms
- Respond to RFIs and DSA Field Trip Notes
- Issue CCD's (as needed)
- Review submittals, change orders, and pay applications
- Attend weekly virtual construction meetings (26 maximum)
- Attend monthly on-site construction meetings (8 maximum)

- Close Out Phase
  - Prepare Record Drawings
  - Review & Package O&M Manuals / Warranties
  - Prepare DSA administrative forms
  - Coordinate with consultants and client
  - Obtain DSA certification

Deliverables (in pdf format)**:**

- Schematic Drawings & TOC Specifications
- Schematic Design Cost Estimate
- Design Development Drawings & Specifications
- Design Development Design Cost Estimate
- Construction Document Drawings & Specifications
- Construction Document Cost Estimate
- DSA Submittal Drawings & Specifications
- Record Drawings

Assumptions

- District to furnish the following:
  - Boundary & Topographic Site Survey
  - Underground Utility Survey
  - Hazardous Material Survey & Design
  - Geotechnical Survey & Design
  - As-Builts and Existing DSA Approved Drawings
- All DSA A# projects are closed and certified on existing site
- Stakeholder Workshops (6 meetings at 2 hours each max.)
- Public Presentations (4 meetings at 2 hours each max.)
- Interior Renderings (4 max.)

Exclusions

- Boundary & Topographic Site Survey
- Underground Utility Survey
- Hazardous Material Survey & Design
- Geotechnical Survey & Design
- Closeout / DSA Certification of previous projects on campus*
- Animations*
- Physical Model*

- Exterior Renderings*
- Professional Renderings*
- Civil Engineering Design Services*
- Landscape Architect Design Services*
- Arborist Services*
- Photovoltaic & Battery Storage Design*
- Furniture, Fixtures & Equipment (FF&E) Design Services*
- Interim Housing Design*
- Historic Consultant Assistance*
- CEQA Consultant Assistance
- SWPPP State Submittal
- LEED Submittal and Certification Process
- CHPS Submittal and Certification Process
- Full Building Modernization
- Upgrades to existing elevator
- Work not listed in the Scope of Work above
- Additional exclusions as noted in individual consultant proposals

** Can be provided by dsk and consultants for additional fee*

Compensation

Based on the Scope of Services listed, proposed compensation shall be a total combined fixed fee of **$315,480.00** (three hundred fifteen thousand, four hundred eighty dollars and zero cents). Please reference the fee breakdown table below:

Washington E.S. - Secure Entrance & Accessibility Upgrades Project - A/E LUMP-SUM COST PROPOSAL

	Hourly Rate	Scope of Services Tasks: Schematic Design	Design Development	Construction Documents	DSA Submittal & Approval	Bidding	Construction Contract Admin.	Close Out	Total Hours	Cost	
		Hours	Hours	Hours	Hours	Hours	Hours	Hours			
Architecture											
Principal	$290	1	1	2	1	1	8	1	15	$4,350	
Director	$235	4	6	8	4	1	20	1	44	$10,340	
Project Architect	$225	20	28	48	26	12	148	20	302	$67,950	
Project Manager	$205	6	8	12	6	8	24	1	65	$13,325	
Senior Technical Designer	$205	1	2	4	2	1	4	0	14	$2,870	
Job Captain	$180	26	48	67	24	8	40	16	229	$41,220	
Designer/Revit	$135	12	42	46	12	2	24	48	186	$25,110	
Administrative	$120	1	1	1	2	2	2	1	10	$1,200	
Total Hours		71	136	188	77	35	270	88	865	**$166,365**	
Specifications	Gary Barnett Specifications, Inc.									$19,875	
Structural	IMEG Corp.									$49,500	
Mechanical	3C Engineering, Inc.									$29,500	
Electrical & Low Voltage	Turpin & Rattan Engineering, Inc.									$32,500	
Cost Estimator	OCMI, Inc.									$17,740	
									Subtotal Subconsultants:	**$149,115**	
										Grand Total	**$315,480**

Additional Services and Hourly Services will be invoiced per current Hourly Rate Schedule below:

Principal	$290
Director	$235
Project Architect	$225
Project Manager	$205
Senior Technical Designer	$205
Job Captain	$180
Design Staff	$135
Administrative	$120

Notes:

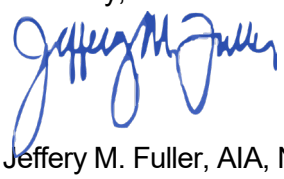
- Please reference consultants' Hourly Rate Schedules in their individual proposals.
- Hourly Rate Schedules will increase 3% or less annually on January 1st of each year.

Please sign and return one original copy of this Agreement as your acceptance of the proposal and your approval of the fee. Receipt of this signed original shall be confirmation of our authorization to commence with the service.

_____ _____

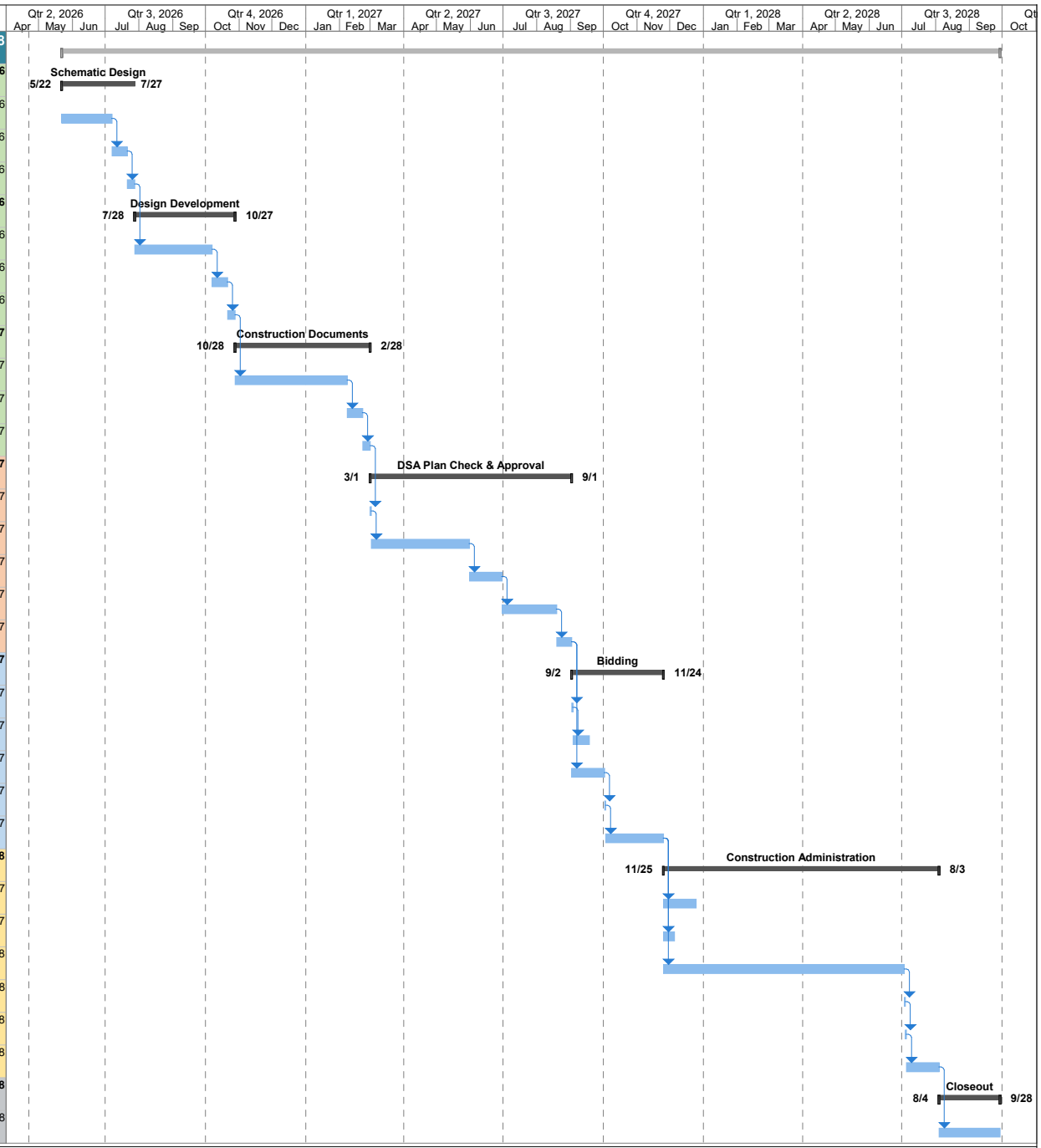
District Representative Date

Sincerely,



Jeffery M. Fuller, AIA, NCARB, LEED® AP
Principal
dsk LLP
email jeff@dskarch.com

ID	Task Name	Duration	Start	Finish
0	**Washington Elementary School**	**861 days**	**Fri 5/22/26**	**Thu 9/28/28**
1	**Schematic Design**	**67 days**	**Fri 5/22/26**	**Mon 7/27/26**
2	Prepare Schematic Design Package	46 days	Fri 5/22/26	Mon 7/6/26
3	SD Cost Estimate	14 days	Tue 7/7/26	Mon 7/20/26
4	District Review of SD Package	7 days	Tue 7/21/26	Mon 7/27/26
5	**Design Development**	**92 days**	**Tue 7/28/26**	**Tue 10/27/26**
6	Prepare Design Development Package	71 days	Tue 7/28/26	Tue 10/6/26
7	DD Cost Estimate	14 days	Wed 10/7/26	Tue 10/20/26
8	District Review of DD Package	7 days	Wed 10/21/26	Tue 10/27/26
9	**Construction Documents**	**124 days**	**Wed 10/28/26**	**Sun 2/28/27**
10	Prepare Construction Documents Package	103 days	Wed 10/28/26	Sun 2/7/27
11	CD Cost Estimate	14 days	Mon 2/8/27	Sun 2/21/27
12	District Review of CD Package	7 days	Mon 2/22/27	Sun 2/28/27
13	**DSA Plan Check & Approval**	**185 days**	**Mon 3/1/27**	**Wed 9/1/27**
14	DSA Submittal	1 day	Mon 3/1/27	Mon 3/1/27
15	DSA Review	90 days	Tue 3/2/27	Sun 5/30/27
16	Respond to DSA Comments	30 days	Mon 5/31/27	Tue 6/29/27
17	DSA Backcheck(s)	50 days	Wed 6/30/27	Wed 8/18/27
18	Obtain DSA Approval	14 days	Thu 8/19/27	Wed 9/1/27
19	**Bidding**	**84 days**	**Thu 9/2/27**	**Wed 11/24/27**
20	Prepare Bid Package	1 day	Thu 9/2/27	Thu 9/2/27
21	Bid Advertisement	15 days	Fri 9/3/27	Fri 9/17/27
22	Bidding Period	30 days	Thu 9/2/27	Fri 10/1/27
23	Bid Opening	1 day	Sat 10/2/27	Sat 10/2/27
24	Contract Award & Board Approval	53 days	Sun 10/3/27	Wed 11/24/27
25	**Construction Administration**	**253 days**	**Thu 11/25/27**	**Thu 8/3/28**
26	Submittals	30 days	Thu 11/25/27	Fri 12/24/27
27	Mobilization	10 days	Thu 11/25/27	Sat 12/4/27
28	Construction	221 days	Thu 11/25/27	Sun 7/2/28
29	Substantial Completion	1 day	Mon 7/3/28	Mon 7/3/28
30	Punch List	1 day	Tue 7/4/28	Tue 7/4/28
31	Final Completion	30 days	Wed 7/5/28	Thu 8/3/28
32	**Closeout**	**56 days**	**Fri 8/4/28**	**Thu 9/28/28**
33	Project & DSA Closeout	56 days	Fri 8/4/28	Thu 9/28/28



The above schedule is aggressive and will only be achievable if the District's leadership can achieve full, prompt participation and communication from identified stakeholders. The timeliness of agency approvals is outside of the design team's control.

BURBANK UNIFIED SCHOOL DISTRICT

Jeffery Fuller
AIA, NCARB, LEED® AP

Principal-in-Charge

Amir Kakavand
AIA, LEED® AP

Quality Assurance / Quality Control

Project Team

Abby CallosSawyer
RA, NCARB

Project Director

Kim Johnson
RA, NCARB, LEED® AP

Project Manager

Dohoon Kim
RA, NCARB

Project Architect

Subconsultants

IMEG

Structural Engineering

3C Engineering

Mechanical/Plumbing Engineering

Turpin & Rattan Engineering, Inc.

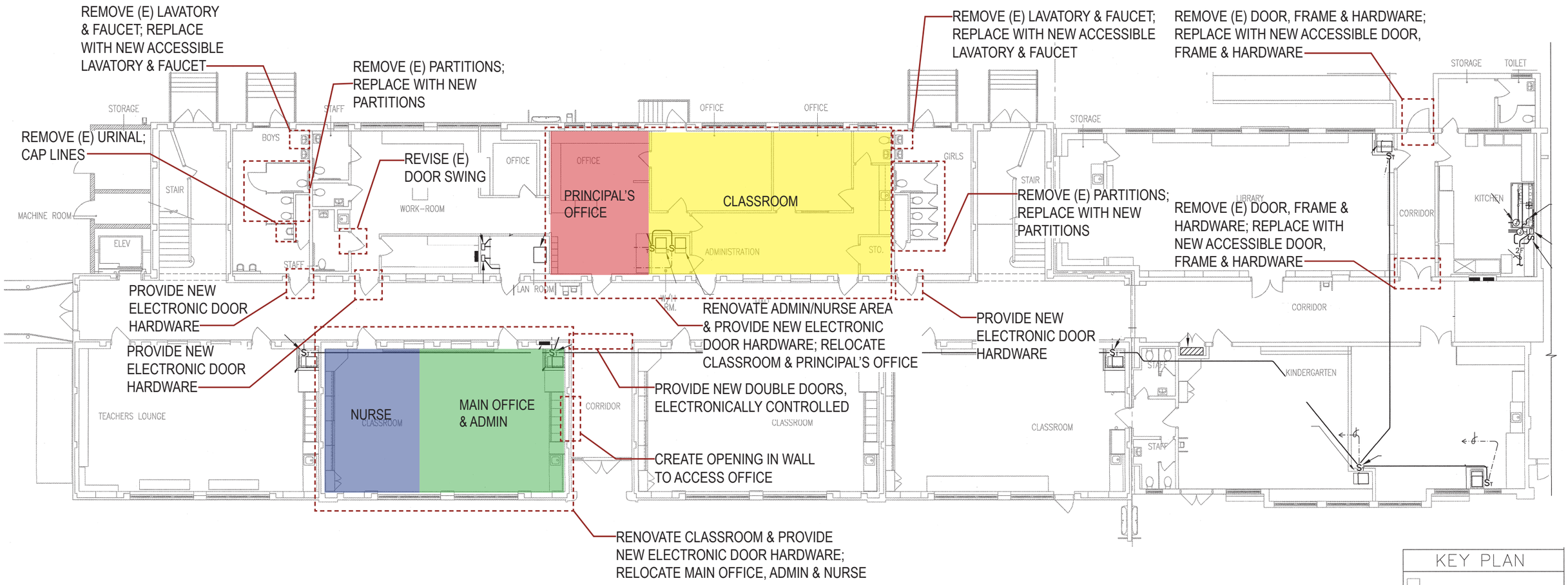
Electrical Engineering

Gary Barnett Specifications

Specifications

OCMI, Inc.

Cost Estimating

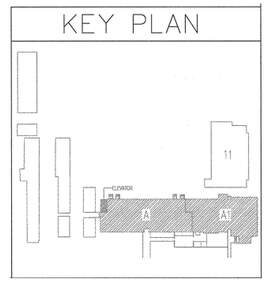


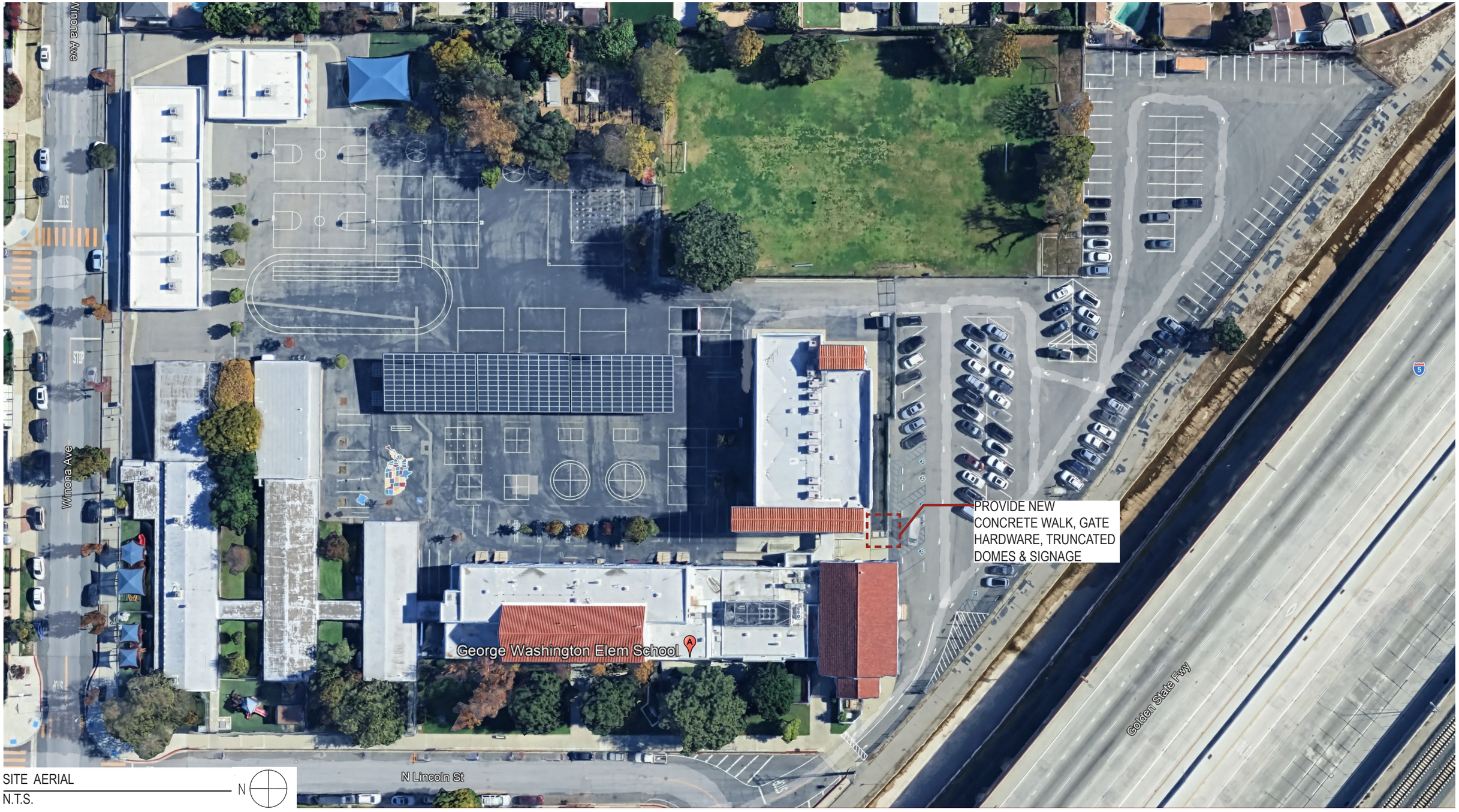
FIRST FLOOR PLAN

N.T.S.

N

KEY PLAN





SITE AERIAL
N.T.S.

Burbank Unified School District
Technology Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Technology Services
PREPARED BY:	James Avery, Director of Information Technology and Education Support
SUBMITTED BY:	Lourdes Moya, Administrative Secretary I
DATE:	May 21, 2026
SUBJECT:	Approval of Additive Change Order No. 2 to Agreement with AMS.NET LLC (MGT) for 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid (Bond Funds)

Background:
On March 6, 2025, the Board of Education approved an agreement with AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure projects SPURR Mini-Bid. A change order to the project was also approved by the Board of Education on October 9, 2025, this change was due to a software license transition.

As the department began the configuration and testing phase of the project, it has been realized that the new network equipment that will be deployed is physically larger than the equipment that is being replaced. In most of the data closets, this is not a concern, however in some of our more compact enclosures, generally enclosures that are located in classrooms, there is not enough room for the new network equipment to physically fit. The new network equipment also has multiple power supplies to allow for additional and newer higher power consumption needs of newer access points, cameras and similar Power-Over-Ethernet (POE) equipment. These additional power supplies have additional power cords that need to be plugged in.

Discussion/Issues:
Following consultation with our implementation vendor, it was determined that new enclosures would need to be purchased and installed in specific locations, and that additional Power Distribution Units (PDUs) would need to be added.

- Larger enclosures will allow the network equipment to be installed correctly and still allow the cabinet to be closed, allowing the sound of the network equipment to be contained within the cabinet.
- Additional PDUs will allow all power supplies to be able to be plugged in so that as we have more POE devices added to the network, the equipment can supply the necessary power.

Fiscal Impact:
The contract cost of $5,813,182.66 will be increased by $313,407.87 bringing the contract to a new total of $6,126,590.53.

Recommendation:
James Avery, Director of Information Technology and Education Support, recommends that the Board of Education approve additive change order No. 2 to the agreement between Burbank Unified School District and AMS.NET LLC (MGT) for the 2025 E-Rate Network and Wireless Infrastructure Projects SPURR Mini-Bid, not to exceed **$**6,126,590.53, (21.0-00000.0-92000-85000-6249-7730000) Bond Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Technology Solution **Proposal**

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Introduction

At AMS.NET, part of MGT, we are trusted advisors driven by social impact. Our specialized technology and advisory solutions address the mission-critical problems that live at the top of our client's leadership agenda. From aging technology and cybersecurity threats to budgetary constraints, we take on the toughest challenges – and succeed together.

Our suite of comprehensive technology solutions, spanning **cybersecurity**, **managed services**, **SaaS**, **physical security**, **network infrastructure**, **cloud and data**, **communications**, **cabling,** and more empower you to effortlessly conquer your toughest technology obstacles. Please refer to our customer price quote for specific manufacturers, parts, pricing and professional services proposed as a part of this solution.

A Social Impact Commitment

DEFINED BY IMPACT

Our expertise and familiarity with education, local government, and business enables us to provide Burbank Unified School District with technology solutions that address your unique challenges, deliver positive outcomes, and impact the communities your serve.

MGT's Expertise

MGT brings **50 years** of experience and more than 900 professionals driving positive social change with technology and advisory solutions for education, government, and enterprise companies. We have a national presence with local engineering and cabling resources.

Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.

IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.

Cybersecurity & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.

Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.

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Project Cost Summary – Burbank Unified School District

Project Information

Burbank Unified School District - E-Rate 28 - DW - Networking and Wireless - 104955 - SPURR
Project # 104955
April 15, 2026

Account Manager

Greg Jaramishian
gjaramishian@mgt.us
(562) 236-5325

AMS.NET Quote #	Description	Subtotal	Taxes	Total
Q-00101247	CO-11 - Enclosures - Adult School	$7,660.57	$150.02	$7,810.59
Q-00101248	CO-11 - Enclosures - HORACE MANN	$5,266.00	$194.27	$5,460.27
Q-00101280	CO-11 - Enclosures - HUERTA	$4,697.43	$129.94	$4,827.37
Q-00101281	CO-11 - Enclosures - JBHS	$59,192.84	$1,670.45	$60,863.29
Q-00101249	CO-11 - Enclosures - JOAQUIN MILLER	$5,430.29	$211.52	$5,641.81
Q-00101252	CO-11 - Enclosures - JOHN MUIR	$12,714.29	$390.01	$13,104.30
Q-00101253	CO-11 - Enclosures - LUTHER BURBANK	$22,265.70	$775.50	$23,041.20
Q-00101250	CO-11 - Enclosures - MONTEREY CONTINUATION	$4,637.43	$128.27	$4,765.70
Q-00101273	CO-11 - Enclosures - PROVIDENCIA	$9,534.86	$342.67	$9,877.53
Q-00101274	CO-11 - Enclosures - RL STEVENSON	$4,861.72	$147.33	$5,009.05
Q-00101275	CO-11 - Enclosures - THEODORE ROOSEVELT	$14,429.42	$561.12	$14,990.54
Q-00101251	CO-11 - Enclosures - THOMAS EDISON	$5,266.00	$194.27	$5,460.27
Q-00101276	CO-11 - Enclosures - THOMAS JEFFERSON	$14,429.42	$561.12	$14,990.54
Q-00101279	CO-11 - Enclosures - WALT DISNEY	$8,784.86	$263.56	$9,048.42

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Q-00101278	CO-11 - Enclosures - WASHINGTON	$5,326.00	$196.48	$5,522.48
Q-00101277	CO-11 - Enclosures - WILLIAM MCKINLEY	$14,429.42	$561.12	$14,990.54

Project Summary

Project Total	$198,926.25
Estimated Total Taxes	$6,477.65
Grand Total	**$205,403.90**

Vendor: AMS.NET, LLC.
Address: 502 Commerce Way, Livermore, CA 94551
Phone: (925) 245-6100
SPIN: 143005880

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Customer Quotations – Burbank Unified School District - E-Rate 28 - DW - Networking and Wireless - 104955 - SPURR

Customer
Burbank Unified School District
1900 W Olive Ave Burbank, CA 91506-2438
ATTN:

Project Name	Burbank Unified School District - E-Rate 28 - DW - Networking and Wireless - 104955 - SPURR
Project #	104955
Expiration Date	
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101247, CO-11 - Enclosures - Adult School					
1	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
2	**E19SWM20U24** RACK,SWINGOUT 19INx24D 20RU 150LB	Hoffman	2.00	$607.14	$1,214.28
3	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	2.00	$50.00	$100.00
4	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 2 existing open racks with new 3ft open racks. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	32.00	$176.00	$5,632.00
5	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$7,660.57
Estimated Tax:	$ 150.02
Quote Total:	**$7,810.59**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price

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Quote # Q-00101248, CO-11 - Enclosures - HORACE MANN

1	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	1.00	$200.00	$200.00
2	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	1.00	$192.86	$192.86
3	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	1.00	$235.71	$235.71
4	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
5	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
6	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
7	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 1 existing enclosure with new enclosure. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
8	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$5,266.00
Estimated Tax:	$ 194.27
Quote Total:	**$5,460.27**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101280, CO-11 - Enclosures - HUERTA					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
3	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
4	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00

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5	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap 1 out existing enclosure with 1 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
6	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$4,697.43
Estimated Tax:	$ 129.94
Quote Total:	**$4,827.37**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101281, CO-11 - Enclosures - JBHS					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	4.00	$200.00	$800.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	4.00	$192.86	$771.44
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	4.00	$235.71	$942.84
5	**RE4X** CABINET REM EQUIP 4 HUB 42 H LT GY	Hubbell Premise Wiring	6.00	$1,407.14	$8,442.84
6	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	4.00	$114.29	$457.16
7	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	4.00	$1,057.14	$4,228.56
8	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	5.00	$50.00	$250.00
9	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 10 existing enclosure with 10 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	240.00	$176.00	$42,240.00
10	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	5.00	$200.00	$1,000.00

Subtotal:	$59,192.84

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Estimated Tax:	$1,670.45
Quote Total:	**$60,863.29**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101249, CO-11 - Enclosures - JOAQUIN MILLER					
1	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	1.00	$200.00	$200.00
2	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	1.00	$192.86	$192.86
3	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	1.00	$235.71	$235.71
4	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
5	**EWMWG362425-R5615** CABINET WINDOW DOOR W/GLAND PLATE 12RU 36x24x30 BLK	Hoffman	1.00	$1,221.43	$1,221.43
6	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
7	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out existing enclosure with new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
8	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$5,430.29
Estimated Tax:	$ 211.52
Quote Total:	**$5,641.81**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101252, CO-11 - Enclosures - JOHN MUIR					
1	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
2	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
3	**EWMWG362425-R5615** CABINET WINDOW DOOR W/GLAND PLATE 12RU 36x24x30 BLK	Hoffman	2.00	$1,221.43	$2,442.86

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4	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	2.00	$50.00	$100.00
5	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 3 existing enclosure with 3 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	50.00	$176.00	$8,800.00
6	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	1.00	$200.00	$200.00

Subtotal:	$12,714.29
Estimated Tax:	$ 390.01
Quote Total:	**$13,104.30**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101253, CO-11 - Enclosures - LUTHER BURBANK					
1	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	3.00	$200.00	$600.00
2	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	3.00	$192.86	$578.58
3	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	3.00	$235.71	$707.13
4	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	4.00	$1,057.14	$4,228.56
5	**EWMWG362425-R5615** CABINET WINDOW DOOR W/GLAND PLATE 12RU 36x24x30 BLK	Hoffman	1.00	$1,221.43	$1,221.43
6	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
7	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out existing enclosure with new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	80.00	$176.00	$14,080.00
8	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	4.00	$200.00	$800.00

Subtotal:	$22,265.70
Estimated Tax:	$ 775.50

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Quote Total:	**$23,041.20**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101250, CO-11 - Enclosures - MONTEREY CONTINUATION					
1	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
2	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
3	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
4	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 1 existing enclosure with new enclosure. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
5	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$4,637.43
Estimated Tax:	$ 128.27
Quote Total:	**$4,765.70**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101273, CO-11 - Enclosures - PROVIDENCIA					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	1.00	$200.00	$200.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	1.00	$192.86	$192.86
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	1.00	$235.71	$235.71
5	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
6	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
7	**EWMWG482425-T1964** CABINET WINDOW DOOR W/GLAND PLATE 12RU 48x24x30 BLK	Hoffman	1.00	$1,392.86	$1,392.86

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8	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
9	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 1 existing enclosure with new enclosure. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	32.00	$176.00	$5,632.00
10	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$9,534.86
Estimated Tax:	$ 342.67
Quote Total:	**$9,877.53**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101274, CO-11 - Enclosures - RL STEVENSON					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
3	**EWMWG362425-R5615** CABINET WINDOW DOOR W/GLAND PLATE 12RU 36x24x30 BLK	Hoffman	1.00	$1,221.43	$1,221.43
4	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
5	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 1 existing enclosure with new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
6	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$4,861.72
Estimated Tax:	$ 147.33
Quote Total:	**$5,009.05**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price

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Quote # Q-00101275, CO-11 - Enclosures - THEODORE ROOSEVELT

1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	3.00	$200.00	$600.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	3.00	$192.86	$578.58
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	3.00	$235.71	$707.13
5	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
6	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	3.00	$1,057.14	$3,171.42
7	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	3.00	$50.00	$150.00
8	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 3 existing enclosure with 3 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	48.00	$176.00	$8,448.00
9	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$14,429.42
Estimated Tax:	$ 561.12
Quote Total:	**$14,990.54**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price

Quote # Q-00101251, CO-11 - Enclosures - THOMAS EDISON

1	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	1.00	$200.00	$200.00
2	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	1.00	$192.86	$192.86
3	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	1.00	$235.71	$235.71
4	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
5	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
6	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00

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7	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 1 existing enclosure with new enclosure. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
8	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$5,266.00
Estimated Tax:	$ 194.27
Quote Total:	**$5,460.27**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101276, CO-11 - Enclosures - THOMAS JEFFERSON					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	3.00	$200.00	$600.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	3.00	$192.86	$578.58
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	3.00	$235.71	$707.13
5	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
6	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	3.00	$1,057.14	$3,171.42
7	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	3.00	$50.00	$150.00
8	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 3 existing enclosure with 3 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	48.00	$176.00	$8,448.00
9	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$14,429.42
Estimated Tax:	$ 561.12
Quote Total:	**$14,990.54**

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Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101279, CO-11 - Enclosures - WALT DISNEY					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
3	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14
4	**EWMWG362425-R5615** CABINET WINDOW DOOR W/GLAND PLATE 12RU 36x24x30 BLK	Hoffman	1.00	$1,221.43	$1,221.43
5	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	2.00	$50.00	$100.00
6	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap 2 out existing enclosure with 2 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	32.00	$176.00	$5,632.00
7	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$8,784.86
Estimated Tax:	$ 263.56
Quote Total:	**$9,048.42**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101278, CO-11 - Enclosures - WASHINGTON					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	1.00	$200.00	$200.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	1.00	$192.86	$192.86
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	1.00	$235.71	$235.71
5	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
6	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	1.00	$1,057.14	$1,057.14

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7	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	1.00	$50.00	$50.00
8	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 3 existing enclosure with 3 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	16.00	$176.00	$2,816.00
9	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$5,326.00
Estimated Tax:	$ 196.48
Quote Total:	**$5,522.48**

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Quote # Q-00101277, CO-11 - Enclosures - WILLIAM MCKINLEY					
1	**AMS-FREIGHT** Freight and Handling	None	1.00	$60.00	$60.00
2	**REKS** Sound Dampening Kit Re Box	Hubbell Premise Wiring	3.00	$200.00	$600.00
3	**15013** 3/4" Sound Away Mat PSA, Closed Cell Foam 3'x4'	SoundAway	3.00	$192.86	$578.58
4	**AI-CP2L** CloudPlate T7 Quite Rack fan System	Acinfinity	3.00	$235.71	$707.13
5	**FRPW3448** FIRE RATED PLYWOOD 3/4" X 4' X 8	Arrow Wire & Cable	1.00	$114.29	$114.29
6	**EWMWG242425-R5614** CABINET WINDOW DOOR W/GLAND PLATE 12RU 24x24x30 BLK	Hoffman	3.00	$1,057.14	$3,171.42
7	**AMS-CP-HARDWARE** Cabling: Mounting Hardware	Cabling	3.00	$50.00	$150.00
8	**AMS-CI-CT-PW** Labor: Cabling - Prevailing Wage AMS will swap out 3 existing enclosure with 3 new enclosures. AMS will cut up the existing cabinet and utilize the gland plate on the new cabinet to minimize any re-terminating. AMS will transfer all network and cabling equipment into the new cabinet. AMS will work with the district to confirm all gear is back on. AMS will dispose of the old	AMS.NET	48.00	$176.00	$8,448.00
9	**AMS-CI-PM-FOC** Labor: Project Manager - Cabling	AMS.NET	3.00	$200.00	$600.00

Subtotal:	$14,429.42

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Estimated Tax:	$ 561.12
Quote Total:	**$14,990.54**

Order Summary

Project Total	$198,926.25
Estimated Total Taxes	$6,477.65
Grand Total	**$205,403.90**

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Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # or if a purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at https://bit.ly/4axLRVg.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS.NET, LLC. D/B/A MGT Impact Solutions further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship during the products' manufacturer warranty period. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants Installation for a period of one year commencing upon when AMS.NET, LLC. D/B/A MGT Impact Solutions completes the installation under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS.NET, LLC. D/B/A MGT Impact Solutions does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services

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being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at (800) 893-3660 Option 2,2. Email requests should be sent to tac@mgt.us.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 & C10 Contractor Licenses: 763508

Full terms and conditions can be viewed on our website at https://bit.ly/4ki2PKJ.

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Greg Jaramishian at gjaramishian@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

Authorized Signature: Date:

Print Name: Print Title:

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Standard Invoicing Procedures

Materials, Equipment, Hardware

All cabling and engineering material, equipment, and hardware are invoiced and billed upon receipt at any one of our AMS.NET warehouses. Per our standard EDL; “We will have the equipment delivered directly to AMS.NET and stored in our warehouse for your convenience until you are ready for installation. Per request, MGT will provide a report of proof of delivery to AMS.NET and serial number documentation. AMS.NET will at time of delivery to our warehouse, submit invoices reflecting the hardware portion of the project and you can at that time release payment for the full amount of the hardware within 30 days of receipt”

Premium Flex Time (pFLEX)

pFLEX is invoiced in full upon the start of the project. pFLEX hours are utilized on progress/time and materials bases as we move through the project deliverables or as Service Requests are opened through our TAC department. Utilization reports can be requested at any time and may be shared with the customer within 48 hours of the request. All remaining pFLEX time left at the end of an installation project is converted to TAC support hours upon project close out.

Standard Progress Labor Billing Definitions

AMS.NET executes progress billing for all non-pFLEX engagements. AMS.NET will at time of completion of each progress phase, submit invoices reflecting the current phase of the project and you can at that time release payment for the full amount of the invoice within 30 days of receipt.

Switching, Wireless, UPS, Firewalls, Paging, Phones, IPVS

- 10% for mobilization
- 25% for technical planning and start of design
- 50% for equipment prep/configuration
- 75% for Installation of equipment
- 90% for equipment cutover
- 100% upon completion of punch list and sign off on the line item

Data Center (Non-pFLEX) Upgrades, Migrations, ISE, AMP, Umbrella, 365, Etc...

- 10% mobilization
- 25% discovery – 25%
- 50% base deployment, activation, start migration of servers
- Up to 90% policy configuration, migration of servers
- 100% punch list

Structured Cabling – Fiber, Copper, and Racks

- 10% mobilization
- 11-90% according to completion level of labor per quote
- 100% upon delivery of test results

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AMS.NET, LLC. is now a part of MGT

AMS.NET, LLC. is proud to announce that it has joined forces with MGT Impact Solutions.

This strategic combination represents a significant step forward for both companies.

AMS.NET, LLC. is an innovative technology solutions provider helping to advance schools, local government, and businesses throughout California. Since 1988, AMS.NET has provided technology to support organizations' network infrastructure, communication, and security needs. AMS.NET's industry expertise, technology vision, and people help maintain business continuity and reliability.

MGT is a leading provider of technology management and advisory solutions for public agencies, philanthropic organizations, and Fortune 500 companies across the U.S. and abroad. Leveraging a half-century track record and reputation, MGT's industry experts provide highly specialized solutions addressing mission-critical client priorities that improve outcomes and help organizations and communities thrive.

> "Our combination with MGT allows us to expand our reach, enhance our service offerings, and provide a broad portfolio of solutions to clients. Together, we drive meaningful change in education technology,"
>
> ... AMS.NET, CEO Robert Tocci.

With AMS.NET's proven track record in education technology solutions, MGT strengthens its position as a premier "category of one" education technology provider to elevate student learning and operational resilience in K-12 schools. AMS.NET ranks as the seventh-largest Category Two service provider of E-Rate federal funding in the U.S., helping extend technology accessibility within educational institutions.

Central to this combination is the integration of AMS.NET's experienced team of 160 professionals, known for their collaborative approach and commitment to customer success. The company's commitment to enhancing business outcomes through technology solutions aligns seamlessly with MGT's mission to drive innovation and social impact through technology.

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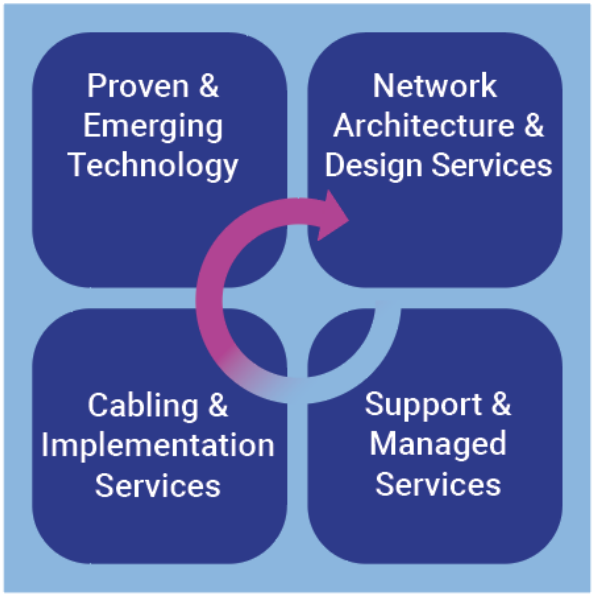
Unique Customer Experience

AMS.NET, LLC. is an innovative technology solution provider delivering business outcomes to organizations for several decades. Our industry expertise, technology vision and people create a unique customer experience.

- Close customer engagement in the pre-sales process with design, site walk, white boarding session and more
- Proven installation process including project management, skilled and experienced engineers and post installation support
- Established, trusted and proven with more decades of experience, extensive reference list and specialization in your vertical
- Elite partnerships with leading manufacturer partners to obtain and provide exceptional pricing for your solutions
- Multivendor expertise with certifications and technical knowledge to support your entire technology landscape
- Long term technology partner with a consultative approach regardless of the organization size or project scope.



Turnkey Implementation

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Our Approach

With a focus on delivering business outcomes, we have a four-pronged pre-sales approach to keeping your business goals top of mind.

1. First is determining the business drivers for your organization. Are you needing to meet government mandates? Are you looking to add new programs such as BYOD or video instruction? Has there been a security breach or another event that is being addressed? A clear insight to your business drivers sets the road map for your technology solution.
2. Identifying considerations or possible concerns at the start of a project allows for planning to minimize the effects and costs of those possible barriers. Cabling, infrastructure, IT resources and budget constraints should all be identified.
3. During the planning process, specific deadlines, funding schedules, internal resources and other projects need to be considered.
4. Following the technology implementation support may be necessary. Identifying current expertise gaps or need for managed services should be evaluated.

Solution Approach

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Project Lifecycle

Providing Complete Project Management Services to Meet Your Technology Requirements and Business Outcomes

AMS.NET, LLC.'s project management office utilizes a proven and methodical process to deliver technology solutions. While we follow an established 5 stage project lifecycle, our PMO will adapt to your unique project and organizational requirements. Our experienced and customer-focused team of project managers collaborate with key project stakeholders throughout the project, provide risk management and conduct ongoing project auditing to ensure the project meets milestones and follows the agreed upon project plan.

AMS.NET, LLC.'s PMO follows an established – yet adaptable – 5 stage project lifecycle:

DISCOVERY & PREPARATION

During the first project stage, AMS.NET, LLC. will identify the current infrastructure along with define technology requirements and key performance indicators. Our pre-sales engineers, account team, project managers and customer experience team are aligned and have a hand-off process to ensure the successful execution of your technology solution.

DESIGN & PLANNING

Milestones, project plans, and action logs are developed to guide each unique technology deployment. Our PMO develops detailed documentation to closely monitor KPI's, deadlines, and mitigate risks. We work hand-in-hand with our engineers and customer stakeholders to ensure a smooth technology rollout.

EXECUTION

Our PMO manages the coordination of all AMS.NET, LLC. engineers, cabling technicians, subcontractors, third party vendors, and key customer stakeholders to execute and drive the implementation forward to meet defined milestones. Projects and onsite activity are closely monitored and stakeholders are provided with regular updates.

PROJECT CLOSEOUT

At the completion of each project, we provide relevant technology reviews, documentation, maps, and test results in preparation for hand off to our TAC team.

WARRANTY & MAINTENANCE

After deployment, AMS.NET, LLC. PMO will introduce our support team for the 30-day warranty period. AMS.NET, LLC. also offers a host of maintenance plans and managed services to ensure the solution continues to perform at optimum levels.

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Project Management Services Customized for Your Project and Your Team

While we rely on proven processes, tools and best practices, every project and customer requirements are unique. Our project managers customize each engagement based on the technology solution, organizational requirements and your preferences in terms of communication style and frequency. Customized services, access to live tools, frequent communication and detailed documentation provide the foundation to ensure a successful implementation.

AMS.NET, LLC.'s PMO Services Available:

Live Project Plan	✓
Live RAID Log and Action Plans	✓
Customized Communication Plan – Daily/Weekly Meetings, Weekly Emails	✓
Daily Stand Up Meetings	✓
Customized Installation Plans	✓
Coordination of All Parties including Telco Vendor, Contractors, Cablers, Engineers and Your Team	✓
Design Documentation	✓
Logical Diagram	✓
Logistics Workbook including MAC Addresses, Serial Numbers, Equipment Location, etc.	✓
Configuration Details	✓
As Build Documents/Maps	✓
IDF Photos	✓
Post-Installation Virtual Walk-Through	✓
Final Configuration (if applicable)	✓
Program Management for All Active Projects – Single Project Manager, Single Point of Contact	✓
Project Closeout	✓
Testing and Quality Activities	✓
Final Documentation Walkthrough	✓
Project Closeout Meeting with Lessons Learned	✓

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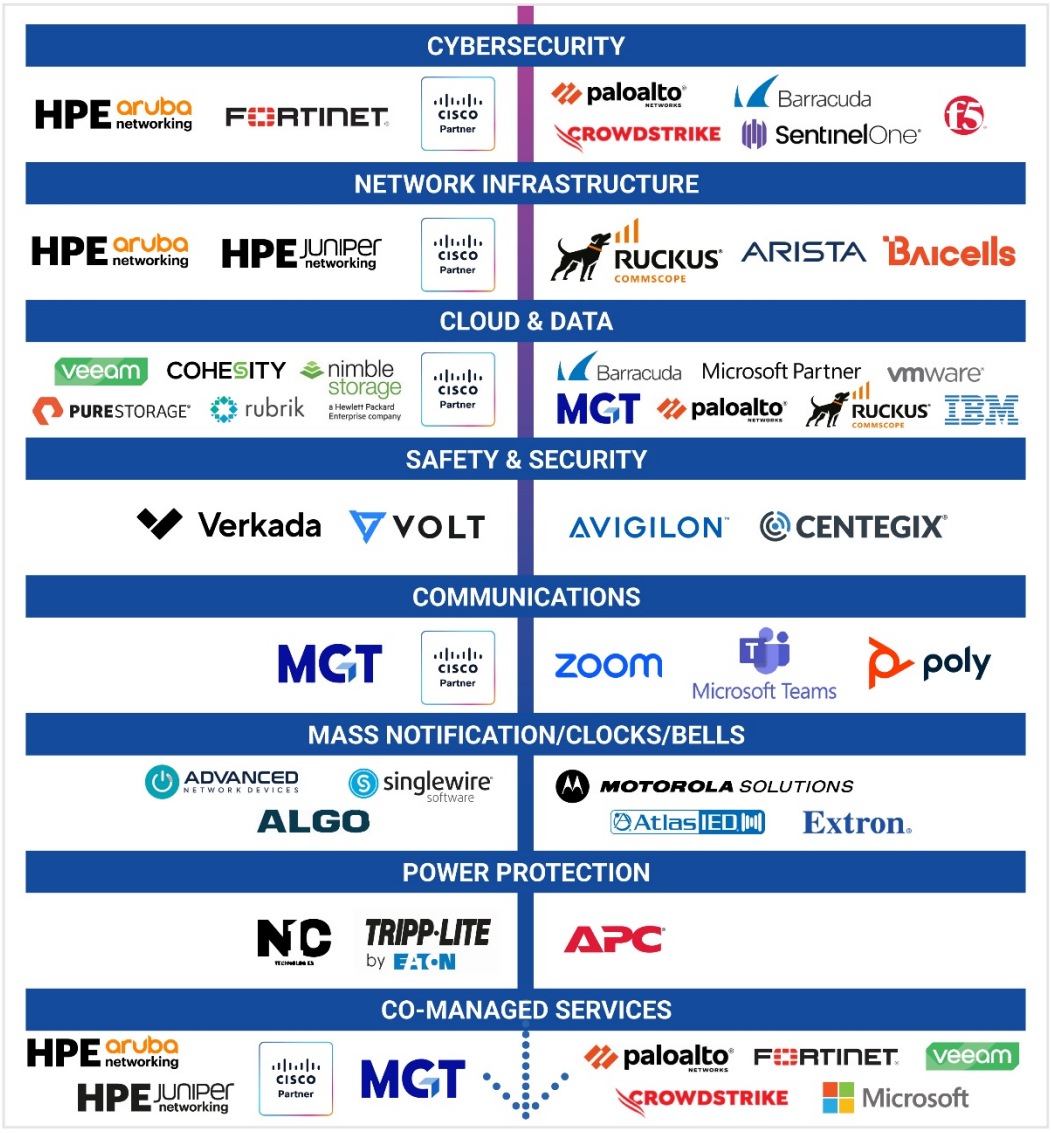
AMS.NET versus the Competition

- Established proven partner in your vertical
- 180+ employees throughout the state of California
- Multi-vendor network support
- Complete architecture solutions
- Elite manufacturer partnerships– Cisco, Fortinet, Palo Alto Networks, HPE Aruba Networking, HPE Juniper Networking, Verkada
- Advanced manufacturer technology specializations
- Skilled and Certified Engineers- CCIE's and other top tier manufacturer certifications in networking, security, voice
- Cabling- C-7 and C-10 Contractor and RCCD Certified
- Certified project management – PMP Certification
- Executive management accessibility regardless of the customer size



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Extensive Reference List

Education

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City/County Government

Other Verticals

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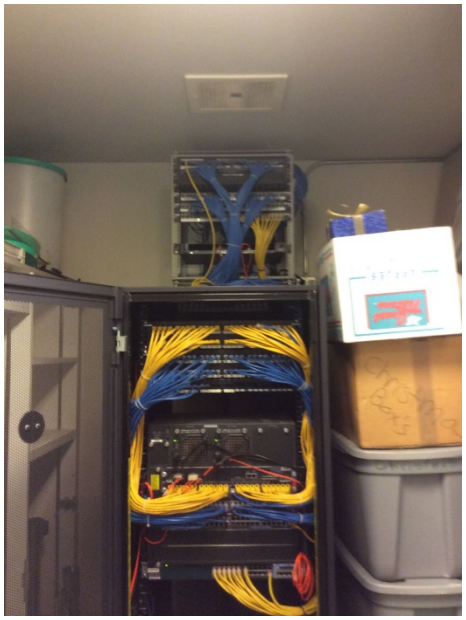
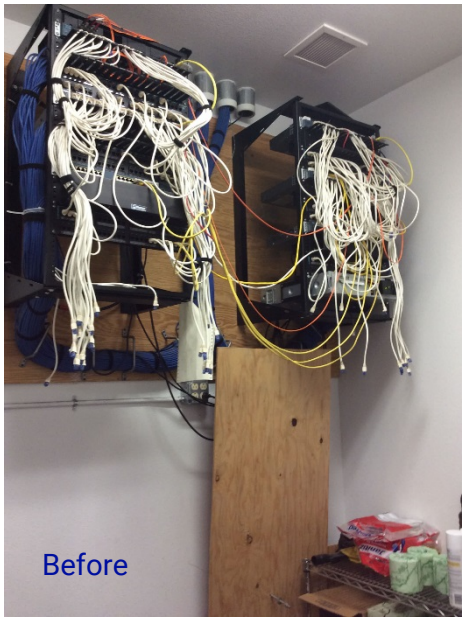
Before and After

Our professional certified engineering and cabling teams have the expertise for your project- large or small. Cabling, racks and equipment are professionally installed and labeled for ease of maintenance after deployment.





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Company Facts

General Info

Legal Name: AMS.NET, LLC.
Type: Delaware Corporation
Tax ID: 94-3291626
Years in Business: 35 Years
Number of Employees: 183
Website: www.mgt.us
Email: TechSolutions@mgt.us
Phone: (925) 245-6100
Fax: (925) 245-6150

Locations:

Livermore Regional Office: 502 Commerce Way, Livermore, CA 94551-7812 | Phone (925) 245-6100

Sacramento Regional Office: 5008 Donovan Drive, Carmichael, CA 95608 | Phone (800) 893-3660

Central Valley Regional Office: 1155 East North Avenue, Suite 106, Fresno, CA 93725 | Phone (559) 733-1641

Southern California Regional Office: 5437 E La Palma Ave., Anaheim, CA 92806 | Phone (800) 893-3660

License and Procurement

Contractor Licenses:
C-7 & C-10: 763508 Expires 2/28/27
DUNS#: 556116234
DIR#: 2000010647 Expires 6/30/27
FCC RN: 0012300554
E-Rate: SPIN 143005880
Microsoft MCSE's: 1673446, 2056976
Merced County FOCUS Contract: #2021092
TIPS Contract: 230105
Texas DIR ICC Contract: DIR-CPO-5389
GSA MAS Contract: 47QTCA25D00F3
SPURR Master Contract/PEPPM Contract
SLP Agreement- Zoom, Rubrik
OMNIA Contract- Synnex, Arctic Wolf, Fortinet, Verkada

CMAS Contracts-

Algo
Advanced Network Devices
APC
Aruba/HPE
Avigilon
Berk-Tek
Chatsworth
Cisco
Cohesity
Corning
Eaton
EMC
Fortinet
General Cable
Getac
Hitachi
HP
Labor
Leviton
N1C
Nimble Storage
Ortronics
Palo Alto Networks
Panduit
Polycom
Rubrik
RUCKUS Networks
Samsung
Singlewire
Superior Essex
Targus
TrippLite
Veeam
Verkada
VMware

NASPO Contracts- Arctic Wolf, Cisco, CrowdStrike, HPE, HPE Juniper Networking

Certifications and Specializations

Cisco Gold Certified Partner/
Cisco Meraki Partner
Cisco Specializations:
- Advanced Data Center Architecture
- Advanced Collaboration Architecture
- Advanced Security Architecture
- Advanced Enterprise Network Architecture
- Collaboration SaaS Authorization
- Customer Satisfaction Excellence
- Customer Experience Specialized

Partial Manufacturer List:

HPE Aruba Networking, HPE Juniper Networking, HPE, RUCKUS Networks, Palo Alto Networks, Fortinet, Barracuda, SentinelOne, Arctic Wolf, CrowdStrike, IBM, Pure Storage, Nimble Storage, Cohesity, Rubrik, Veeam, VMware Partner, Microsoft, Zoom, Poly, Singlewire, FrontRow, AtlasIED, Advanced Network Devices, Extron, Verkada, Motorola Solutions, CENTEGIX, VOLT AI, Baicells, Tripple, N1C, APC, General Cable, Panduit, Ortronics, Leviton, Berk-Tek, Hoffman, Chatsworth, Superior Essex & Others

AMS.NET | MGT

AMS.NET, LLC. D/B/A MGT Impact Solutions
502 Commerce Way, Livermore, CA 94551
(925) 245-6100 | Fax (925) 245-6150
www.mgt.us

Quote # Q-00098986

Customer
Burbank Unified School District
1900 W Olive Ave
Burbank CA, 91506-2438 US
ATTN: Paul Lepatan

Ship To
Burbank USD Warehouse
510 S Shelton St

Burbank, CA 91506-2818
ATTN: Paul Lepatan

Project #	104955
Modified	3/31/2026
Account Mgr.	Greg Jaramishian (562) 236-5325 gjaramishian@mgt.us
Inside Account Mgr.	Lisa Moomau (925) 245-6139 lmoomau@mgt.us
Quote Exp.	3/3/2026

Quote Description
Burbank USD-104955-CO 06 Networking Additional Items

Line	Item Description	Manufacturer	Quantity	Unit Price	Extended Price
Tripp Lite PDU12IEC					
1	**PDU12IEC** Tripp Lite PDU Basic 100V - 240V 16A 12 C13; 2 C19 C20 Horizontal 1URM	Eaton Corporation	134.00	$241.34	$32,339.56
2	**P049-010** Tripp Lite 10ft Heavy Duty Power Cord 12AWG 20A 125V C19 to 5-20P 10'	Eaton Corporation	134.00	$35.86	$4,805.24
3	**P040-010** Tripp Lite 10ft Heavy Duty Power Cord Adapter 12AWG 20A 250V C19 L6-20P 10'	Eaton Corporation	134.00	$42.14	$5,646.76
4	**P034-010** Computer Power Cord, C19 to NEMA 5-15P - Heavy-Duty, 15A, 125V, 14 AWG, 10 ft. (3.05 m), Black	Eaton Corporation	134.00	$22.84	$3,060.56
5	**P037-006** Power cord - Power IEC 320 EN 60320 C14 - Left Connector Gender: Male - Power IEC 320 EN 60320 C21 - Right Connector Gender: Female - Length: 6feet - Black	Eaton Corporation	200.00	$17.74	$3,548.00
6	**P035-006** Power Cord - Power IEC 320 EN 60320 C20 - Male Left Gender - Power IEC 320 EN 60320 C21 - Female Right Gender - 6feet Length - Service Junior thermoplastic(SJT) - Recommended for powering switches, routers and other high-powered network devices	Eaton Corporation	200.00	$19.89	$3,978.00

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Quote # Q-00098986

7	**P018-006** Tripp Lite 6ft Heavy Duty Power Cord Adapter 14AWG 15A 100V-250V C14 C15 6'	Eaton Corporation	832.00	$16.99	$14,135.68
8	**GLC-TE=** 1000BASE-T SFP transceiver module for Category 5 copper wire	Cisco Systems Inc.	55.00	$218.86	$12,037.30

Labor

9	**AMS-NI-UPS-MOUNT** PDU Install	AMS.NET	134.00	$150.00	$20,100.00
10	**AMS-NI-PM-FOC** Labor: Project Manager	AMS.NET	44.00	$0.00	$0.00

Shipping

11	**AMS-FREIGHT** Freight and Handling	None	1.00	$0.00	$0.00

Order Summary

Subtotal	$99,651.10
Adjustment	$0.00
Estimated Taxes	$8,352.87
Total	**$108,003.97**

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Quote # Q-00098986

Terms and Conditions

1. AMS.NET, LLC. will require a purchase order referencing this Quote # or if a purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET, LLC. accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the Customer, the Customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, LLC. D/B/A MGT Impact Solutions and shipped to destinations where sales tax is applicable will be subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET, LLC. D/B/A MGT Impact Solutions will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET, LLC. within 24 hours of delivery.

7. Returns. Returns for credit will be accepted at AMS.NET, LLC. D/B/A MGT Impact Solutions' discretion and are subject to manufacturer returns policies as well. Cisco and Meraki orders cannot be modified starting at 50 days prior to the current estimated ship date. Cisco and Meraki have a no return for credit RMA policy. Please make sure your order is accurate before AMS.NET, LLC. D/B/A MGT Impact Solutions places the order with the manufacturer. Returns for credit must be initiated within 20 days of customer receipt of goods. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 20% of the purchase price, unless waived by the manufacturer. All shipments must have a valid RMA number from AMS.NET, LLC. D/B/A MGT Impact Solutions before returning. To make a returns for credit request, please contact your Account Manager listed on page one of this quote.

A copy of AMS.NET, LLC.'s full RMA policy is available for review online at https://bit.ly/4axLRVg.

8. The laws of the state where the item is shipped will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS.NET, LLC. D/B/A MGT Impact Solutions further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship during the products' manufacturer warranty period. AMS.NET, LLC. D/B/A MGT Impact Solutions warrants Installation for a period of one year commencing upon when AMS.NET, LLC. D/B/A MGT Impact Solutions completes the installation under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph,

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Quote # Q-00098986

AMS.NET, LLC. D/B/A MGT Impact Solutions does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS.NET, LLC. D/B/A MGT Impact Solutions shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS.NET, LLC. D/B/A MGT Impact Solutions hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS.NET, LLC. D/B/A MGT Impact Solutions any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.NET, LLC. D/B/A MGT Impact Solutions. Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

For repair or replacement requests, please contact our Customer Service Department at (800) 893-3660 Option 2,2. Email requests should be sent to tac@mgt.us.

11. Cisco Cloud services purchased from AMS.NET, LLC. D/B/A MGT Impact Solutions requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service.

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET, LLC. D/B/A MGT Impact Solutions full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

AMS.NET, LLC.
Tax ID: 94-3291626

C7 & C10 Contractor Licenses: 763508

Full terms and conditions can be viewed on our website at https://bit.ly/4ki2PKJ.

Purchase Order

Please make your purchase order to AMS.NET, LLC. and email it to Greg Jaramishian at gjaramishian@mgt.us. You may also return it by mail to 502 Commerce Way, Livermore, CA 94551.

Authorized Signature: Date:

Print Name: Print Title:

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Award of Contract, Hellas - Tencate, CMAS 4-24-10-1011 Memorial Field Synthetic Turf Renovation, John Burroughs High School (Measure ABC Bond Fund)

Background:
The synthetic turf at John Burroughs High School Memorial Field was furnished and installed in 2012 through a Joint Use commitment between the City of Burbank and Burbank Unified School District. Synthetic turf fields with high levels of use generally have an expected lifespan of approximately 10–12 years. Memorial Field has exceeded that lifespan and is now beyond repair, making turf replacement necessary. The District solicited proposals from two turf manufacturers, AstroTurf and Tencate. AstroTurf was non-responsive.

Discussion/Issues:
On May 8, 2026, the District received a proposal from Hellas, a Tencate company, for the Synthetic Turf Field Renovation at Memorial Field located at John Burroughs High School.

The proposed scope of work includes:

- Removal and disposal of the existing synthetic turf
- Regrading of the stone drainage material following turf removal
- Furnishing and installation of a shock pad system
- Furnishing and installation of synthetic PIVOT Performance Turf blended fiber with football lines, soccer lines, and flag football sidelines.

The installation includes a 12-year manufacturer warranty. Upon completion of the project, Hellas will also provide operations and maintenance training for proper care of the turf field. In addition, Hellas has provided the option to recycle when they remove and dispose of the existing turf.

This item was presented to the School Facilities Oversight Committee for the Measure ABC Bond Program at its May 6, 2026 meeting.

Fiscal Impact:
$960.616 Base Proposal
$98,3618 Recycling Allowance
$96,061.60 District Allowance
Grand Total: $1,154,995.60 (Measure ABC Bond Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Hellas - Tencate for the CMAS 4-24-10-1011 Memorial Field Synthetic Turf Renovation at John Burroughs High School, effective May 22, 2026 through May 21, 2027, not to exceed $1,154,995.60 (21.0-00000.0-91017-85000-6170-4320000) Measure ABC Bond Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

May 12, 2026

Jason Hasty
Interim Asst Superintendent
Burbank USD
jasonhasty@burbankusd.org

RE: Burroughs High School– Synthetic Turf Field Proposal
1920 W Clark Ave, Burbank, CA 91506

Hellas is pleased to provide this Scope of Work and Proposal for the above-referenced project, based on the attached renderings. Pricing is based on Hellas' current cooperative contract entitled CMAS Contract 4-24-10-1011.

General Conditions

Hellas will:

1. Provide project Insurance, Supervision and Mobilization.
2. Provide construction surveying and layout.
3. Provide performance and payment bonds if required.
4. Taxes are included as 10.25% sales tax.
5. Provide, prior to construction, all required submittals.
6. Provide, prior to construction, synthetic turf shop drawings.
7. Provide final punch-out and clean-up of the completed project.
8. Temporary fence around football field with fabric.

BASE PROPOSAL

Synthetic Turf Remove & Replace

Hellas scope of work:

1. Remove and dispose of existing synthetic turf.
2. Regrade stone drainage material after all turf is removed. No purchase of stone drainage material or any grade changes are anticipated for this process.
3. *Shock Pad* – Provide and install ±78,557 square feet of ***max****FLO+* **15mm** expanded polypropylene shock pad.
4. *Synthetic Turf* - Provide and install ±78,557 square feet of ***PIVOT™ Performance Turf*** **100 oz.** blended fiber (parallel XPS, monofilament, thatch) synthetic turf system with the noted installation options listed below.

- Football lines and markings per attached rendering.
- Soccer lines and markings per attached rendering.
- Flag Football sidelines
- Provide 12-year manufacturer warranty

5. *Cooling Additive* – Install ***PIVOT***COOL™ a precision-engineered, low-volume subsurface layer designed for use with Pivot™ performance sports turf. Positioned between the primary backing and the thatch layer, PivotCool™ provides enhanced surface cooling and environmental stability while enhancing the dynamic load capabilities of the surface. It was developed as an integrated part of the Pivot™ system.

After synthetic turf installation is complete, Hellas will provide an operation and maintenance orientation for care of the turf field, and all supplied equipment quoted above.

Base Proposal **$960,616.00**

Pricing valid for 30 days from the date of this proposal.

PROPOSAL ALERNATES

1. Replace existing nailer with 2” x 4” plastic **EcoNailer™**. Replace as needed.
   Add to base proposal. Price per LF $21.00/LF

2. Supply and install drain stone if needed.
   Add to base proposal. Price per Ton $120.00/Ton

3. Alternate to recycle and processed removed turf at the TenCate Turf Recycling Solutions facility. Upon completion, a recycling certificate will be issued to the customer.
   Add to base proposal. $98,318.00

EXCLUSIONS

1. Any item of work not specifically listed above.
2. Utility relocation of any kind.
3. Nailer replacement.
4. Concrete curb repairs.
5. Any asphalt repair.
6. SWPPP/Erosion control.
7. Site storm water management or permitting.

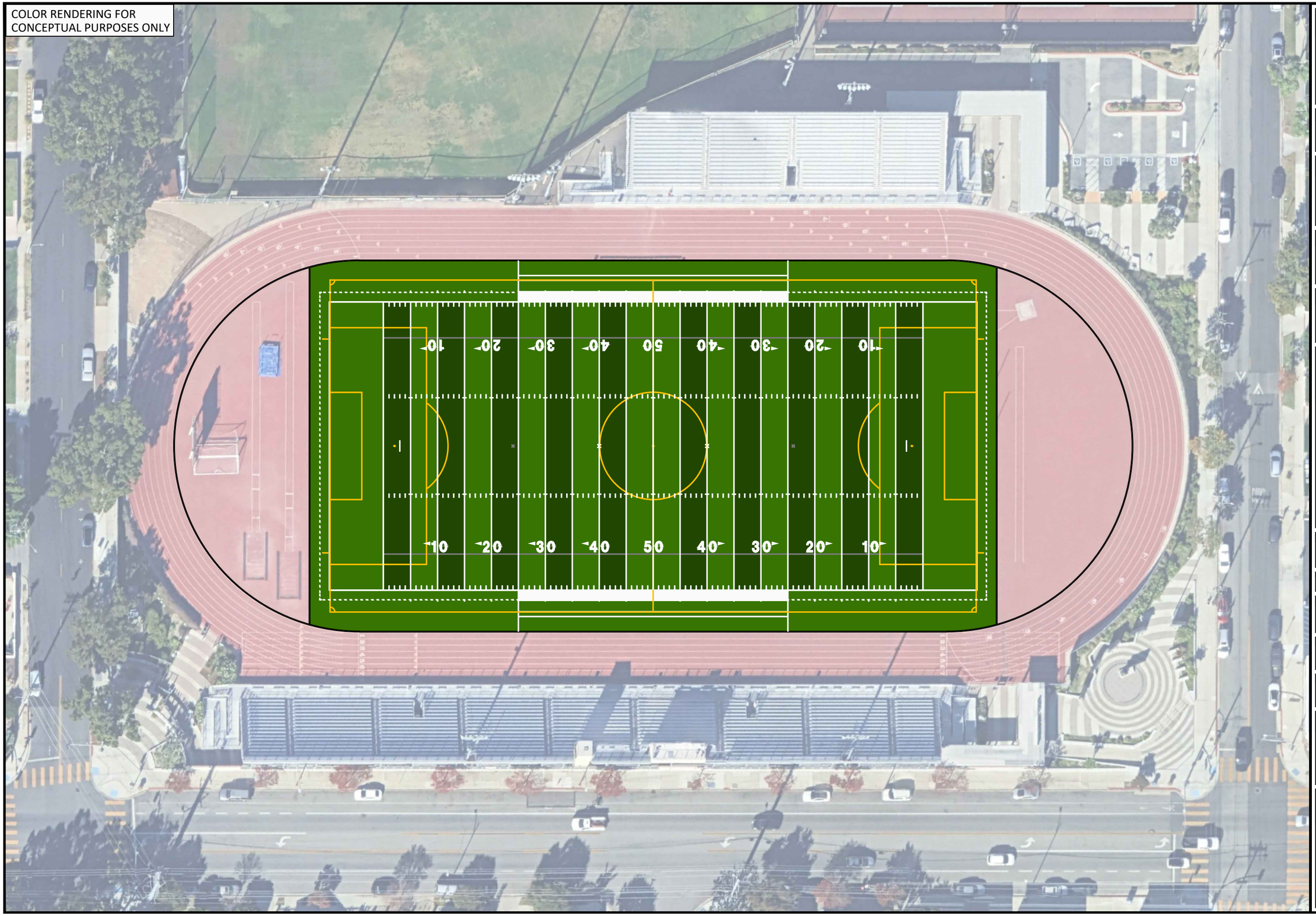
8. Any concrete work.
9. Any electrical work.
10. Any fence work.
11. Engineering.
12. Supply or installation of perimeter safety fencing
13. Site security
14. Any Allowances or Contingencies.
15. Any permits or fees, including any utility impact fees generated by construction improvements.
16. Geotechnical Investigation
17. Rock excavation or haul off
18. Subgrade stabilization.
19. The owner shall provide ingress/egress for ALL personnel, equipment, and materials; typical construction traffic shall be expected for the duration of this contract. The contractor is NOT responsible for damage due to typical construction traffic ingress / egress to the construction site.
20. The owner to supply laydown area for Hellas materials adjacent to the field.

Notwithstanding anything to the contrary in any of the Contract documents, under no circumstances shall the Performance bonds, maintenance bonds or the obligations of the Surety be liable for any warranty obligations that exceed 1 year from the date of substantial completion as defined in the Contract documents.

Please contact this office should you have any questions regarding this quotation. Hellas looks forward to the award for this project and is eager to work with you.

Alvaro Ontiveros
Estimator
(737) 235-1912
a.ontiveros@hellas.com
Hellas

COLOR RENDERING FOR
CONCEPTUAL PURPOSES ONLY



Hellas
A TENCATE COMPANY
Hellas Construction, Inc.
12000 West Parmer Lane
Austin, TX 78613
(P) (512) 250-2910
(F) (512) 250-1960
hellasconstruction.com

OWNER:
Burbank USD
John Burroughs High School
1920 W Clark Ave, Burbank, CA. 91506
818-729-6900

PROJECT:
SYNTHETIC TURF FOOTBALL FIELD CONSTRUCTION

PROJECT LOCATION:
BURBANK, CALIFORNIA

PIVOT PERFORMANCE TURF

JOHN BURROUGHS HIGH SCHOOL

COMMENTS:
Drawing scale accurate ONLY when printed on 11x17 paper. For visual purposes only, actual color may vary.

CREATED BY: DOUG REED

All drawings and written material appearing herein constitute original unpublished work, and may not be duplicated, used or disclosed without the written consent of Hellas Construction, Inc.

DATE:
MAY 6, 2026

REVISION:
REV 1

SHEET TITLE:
COLOR RENDERING

SHEET NUMBER:
1

© 2026

SCALE: 1:50

0 25 50 75

TenCate
TURF RECYCLING SOLUTIONS

cyclyx ExxonMobil

SOLVING FOR TURF CIRCULARITY

Turning end-of-life turf into raw materials for new, high-quality products.

Learn more at
turfrecycling.us

THE INDUSTRY'S FIRST-EVER, TOTAL TURF PRODUCT-TO-PRODUCT RECYCLING SOLUTION

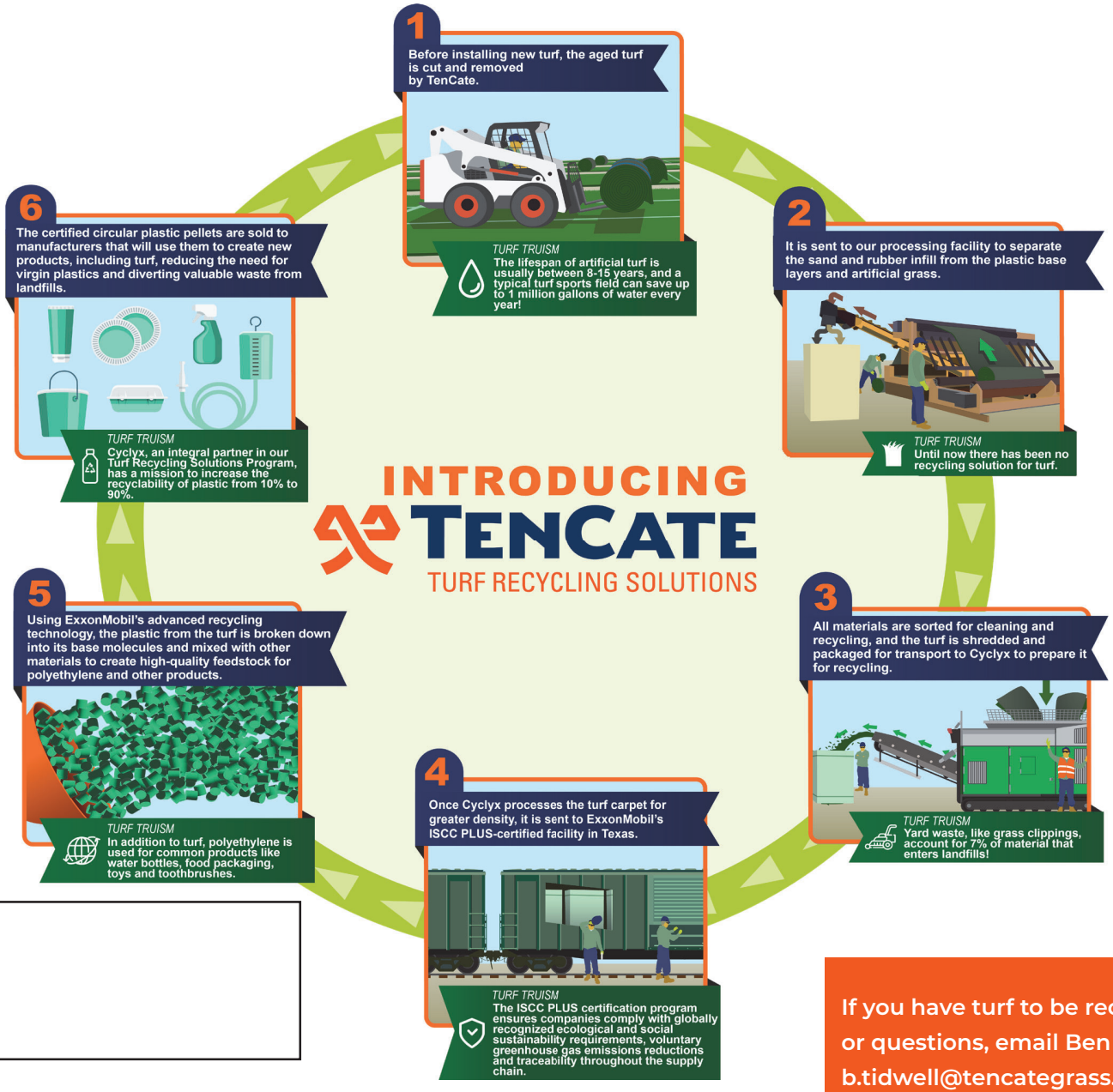
NO WASTE. NO LANDFILL. NO QUESTIONABLE DOWNCYCLING OR REPURPOSING.

TenCate offers the first truly circular solution for artificial grass.

- Employ a first-of-its-kind zero-waste field solution
- Divert thousands of square feet of materials from the landfill or incinerator
- Provide tons of material to the circular economy
- Ensure turf never contributes to a school or community's waste footprint

CHAIN OF CUSTODY

Each field is assigned a reference number which follows it throughout the entire processing cycle. The turf is initially processed at the TenCate Turf Recycling Solutions facility; once this processing is complete, a certificate is issued for the customer. The processed turf is then assigned a lot number and transported to the Advanced Recycling facility. Once the turf has gone through the advanced recycling process, confirmation is sent to TenCate Turf Recycling Solutions and shared with the customer.



*Customer is responsible for freight charges and freight is not included in the processing price.

If you have turf to be recycled or questions, email Ben Tidwell: b.tidwell@tencategrass.com

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Award of Contract, Beynon Sports, CMAS 4-12-78-0063S Synthetic Track Resurfacing, Burbank High School (Growth Fund)

Background:
The synthetic track at Burbank High School was furnished and installed in 2010. Synthetic running tracks subjected to high levels of use generally have an expected lifespan of approximately 8–15 years. The existing track has exceeded its useful life and is now beyond repair. The District anticipates completing the resurfacing work over the summer in order to ensure the facility is ready for use in the 2026–27 school year.

Discussion/Issues:
Pursuant to Government Code Section 65995 and applicable California school facilities fee regulations, statutory school developer fees may be used for capital facility improvements necessary to accommodate the impacts of residential development on District facilities and to maintain the District's existing level of service for students generated by new housing development. While developer fee eligibility is triggered by residential construction, the legal nexus is not limited solely to overall district-wide enrollment growth. New residential development continues to generate students who utilize District facilities, and the District is authorized to use Developer Fee Fund revenues to modernize, reconstruct, and improve existing student-serving facilities to maintain safe, adequate, and functional educational infrastructure.

The proposed resurfacing of the high school track is an allowable capital facilities expenditure because the track is an existing instructional and athletic facility that directly supports physical education programs, student athletics, and school operations. The facility experiences sustained and significant student use. Resurfacing the track will preserve its safe and functional condition and ensure continued capacity to serve current and future students, consistent with the District's obligation to maintain adequate school facilities.

Consistent with standard practice among California school districts, Developer Fee Fund revenues may be used for both new construction and modernization or reconstruction projects that maintain the usability and safety of existing facilities. Accordingly, this expenditure constitutes an appropriate and allowable use of Developer Fee Fund revenues.

Fiscal Impact:
$416,187 Base Proposal
$47,500 3-Year Maintenance
$463,687 Grand Total (Growth Fund)

Recommendation:

The Administrative Services Department recommends that the Board of Education approve an award of contract between Burbank Unified School District and Beynon Sports for the CMAS 4-12-78-0063S Synthetic Track Resurfacing at Burbank High School, effective May 22, 2026 through May 21, 2027, not to exceed $463,687 (25.0-00000.0-91017-85000-6170-4310000) Growth Fund and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BEYNON®
A Tarkett Sports Company

4/30/2026

TO: Burbank USD
Attn. Valezka Emes – Director of Facilities
PHONE: (818) 729-5500
EMAIL: valezkaemes@burbankusd.org

FROM: Jason Paul,
MOBILE: (559) 349-4929,
EMAIL: JPaul@beynonsports.com

Burbank HS – CMAS Track Resurfacing Proposal

Beynon Sports is pleased to present this proposal to supply and install synthetic track resurfacing per site inspection and previous knowledge of the site. This proposal is made through our CMAS contract $4-12-78-0063A which is based on GSA Advantage pricing in Contract #GS-07F-9631S. Pricing is based on a summer/fall 2026 install.

SYNTHETIC TRACK RESURFACING	
Description:	Synthetic Track Surfacing
Scope:	• Thoroughly clean and prep surfacing • Make minor repairs to edges and stress areas as necessary. • Install 5mm wearing layer of 2 component polyurethane wearing coat on all areas of surfacing
Size:	7494 Total Square Yards
Product:	BSS 2000 RE (GSA line item No. 142)
Color:	Beynon Red (B62)
Texture:	Embedded EPDM Granular Texture
Thickness:	5mm
Warranty:	5 Years
Striping:	All associated NFHS standard striping; lane lanes, event markings and lettering.
Cost:	**$416,187.00**
Duration of Work:	15-17 Working Days (Track Surfacing Crew) 3-4 Working Days (Separate Striping Crew)

- **Add for 3 Yr. FastTrack Maintenance: + $47,500.00:**

Our 3 Yr. FastTrack Maintenance program includes the following: (Please see attached FastTrack cut sheet for Bronze & Silver descriptions)

Year	Visit / Service
3	Silver
4	Silver/Restripe
5	Silver

The FastTrack scope of work will wash your track of dirt and debris and aesthetically enhance your synthetic running track by applying new paint to the lane lines, event markings and lettering.

- **Pricing is valid for 30 days.**

This quotation excludes any bond costs, design costs, base work or repair of base, union or labor law levies, site security, agency approval or associated fees, fencing, protection of sports surface after completion, supply and installation of any equipment, logos, multiple mobilizations or other unforeseen costs.

COMPANY INFORMATION

• Beynon Sports is a Union contractor.
• Our certified in-house installers are members of Laborer's International Union of North America.
  ○ Local # 294 in Northern California
  ○ Local # 1184 in Southern California
• Beynon Sports is a licensed contractor in the State of California # 883198 A, C-15, C-61 / D-12
• Beynon Sports DIR Registration Number: 1000004698
• Beynon Sports acknowledges all Prevailing Union Wages, Per Diem and Travel Time.
• Beynon Sports is a member of the American Sports Builders Association and maintains Certified Builders on staff.

PROJECT CONDITIONS
• Cure time on new asphalt and concrete is 28 days prior to receiving new track surface. • No concrete curing compounds or asphalt seal coats shall be utilized. • All flat concrete work shall have a medium broom finish. • The planarity of the finished asphalt or concrete shall not vary more than 1/8" in any direction when checked with a 10' straight edge. • We recommend a moisture barrier under all concrete flat work, and/or a moisture mitigation system be applied topically to all concrete on which the synthetic track surfacing is to be applied. • While surfacing and striping are being done, water systems must be curtailed, shut off, or controlled so that no water falls on the track or event area surfaces. • All our systems can be affected by inclement weather and are temperature sensitive.

If you have any questions regarding our proposal, please do not hesitate to contact me at the above-mentioned number or email. We look forward to opportunity of working with you.

Best Regards,

Jason Paul
Sales Manager
Beynon Sports

This quotation excludes any bond costs, design costs, base work or repair of base, union or labor law levies, site security, agency approval or associated fees, fencing, protection of sports surface after completion, supply and installation of any equipment, logos, multiple mobilizations or other unforeseen costs.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Oscar Macias, Interim Superintendent
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Acceptance of Gifts

Oscar Macias, Interim Superintendent, recommends that the Board of Education take formal action accepting the following gifts to the District, and that the Board President convey appreciation to the donors.

a. Burbank Arts and Education Foundation wishes to donate to the District $495 to be used for books for English learners at Bret Harte Elementary.

b. Burbank Arts and Education Foundation wishes to donate to the District $500 to be used for a light table at Bret Harte Elementary.

c. Burbank Arts and Education Foundation wishes to donate to the District $699 to be used for Marcy Cook math materials at Bret Harte Elementary.

d. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for stands, racks, microphones and a keyboard at Burbank High School.

e. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for the Hippolytos Project at Burbank High School.

f. Burbank Arts and Education Foundation wishes to donate to the District $5,000 to be used for winter guard supplies at Burbank High School.

g. Kroger/Sysco Los Angeles, Inc wishes to donate to the District $50.02 to be used as needed at the District.

h. Shake Shack Enterprises, LLC wishes to donate to the District $102.94 to be used as needed at the District.

i. Burbank Arts and Education Foundation wishes to donate to the District $2,841 to be used for a digital media upgrade at Dolores Huerta Middle School.

j. Burbank Arts and Education Foundation wishes to donate to the District $500 to be used towards the library garden beautification at Dolores Huerta Middle School.

k. Burbank Arts and Education Foundation wishes to donate to the District $300 to be used for Breakout EDU at George Washington Elementary.

l. Burbank Arts and Education Foundation wishes to donate to the District $4,000 to be used towards a kiln at George Washington Elementary.

m. Burbank Arts and Education Foundation wishes to donate to the District $332 to be used for lunch activities carts at George Washington Elementary.

n. Dual Immersion Parents wish to donate to the District $3,690 and $4,385 to be used towards the Dual Immersion program.

o. The Home Depot wishes to donate to the District $1,478.20 to be used for materials and supplies at Joaquin Miller Elementary.

p. Miller Parents wish to donate to the District $100 to be used for fifth grade field trip admission at Joaquin Miller Elementary.

q. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for the darkroom upgrade at John Burroughs High School.

r. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for sound renovations at John Burroughs High School.

s. Burbank Arts and Education Foundation wishes to donate to the District $4,622 to be used for TV production, film, and lighting at John Burroughs High School.

t. Burroughs PTSA wishes to donate to the District $9,380 to be used for a mural at John Burroughs High School.

u. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for string instrument repair at John Muir Middle School.

v. Burbank Arts and Education Foundation wishes to donate to the District $2,771 to be used for ASB classroom desktop computers at Luther Middle School.

w. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for ovens at Luther Middle School.

x. Burbank Arts and Education Foundation wishes to donate to the District $216 to be used towards Strategies for Success at Luther Middle School.

y. Burbank Arts and Education Foundation wishes to donate to the District $5,000 to be used for audio upgrades at Luther Middle School.

z. Burbank Arts and Education Foundation wishes to donate to the District $2,000 to be used for classroom libraries at Providencia Elementary.

aa. Burbank Arts and Education Foundation wishes to donate to the District $4,943 to be used towards the school library update (STEM) at Providencia Elementary.

bb. Burbank Arts and Education Foundation wishes to donate to the District $500 to be used towards the school library update (nonfiction) at Providencia Elementary.

cc. Read-A-Thon wishes to donate to the District $9,825 to be used to purchase books towards the school library at Providencia Elementary.

dd. Emerson PTA wishes to donate to the District $15,000 to be used for a partial payment for muralist Kenyan Armitage at Ralph Emerson Elementary.

ee. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for flexible outdoor seating at Theodore Roosevelt Elementary.

ff. Burbank Arts and Education Foundation wishes to donate to the District $3,000 to be used for a micro forest at Thomas Edison Elementary.

gg. Jefferson Parents wish to donate to the District $600 and $2,810 to be used for the fifth grade Knott's Berry Farm field trip at Thomas Jefferson Elementary.

hh. Teresa Morales wishes to donate to the District one electronic Yamaha keyboard and bench valued at $250.

UNADOPTED MINUTES OF THE BOARD OF EDUCATION
BURBANK UNIFIED SCHOOL DISTRICT

May 7, 2026

Burbank City Hall
275 E. Olive Avenue
Burbank, California

MEMBERS PRESENT:
Abby Pontzer Kamkar
Emily Weisberg
Laurette Cano
Kelsey Olson
Armond Aghakhanian (arrived 5:03 p.m.)

Also present were Peter Knapik, Assistant Superintendent, Educational Services 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)

Nolan Sutherland, parent and Burbank resident, spoke regarding Board item 3a. He is concerned about the memo from BTA regarding immigrants. Wants the Board to clarify where they stand.

Alexis Weiner, spoke regarding agenda item 3a. She spoke on immigration status. She spoke in favor of a collaboration with BTA for a safe schools MOU and support for employees. Asked the Board to reconsider.

Amy Fuhr, BUSD Teacher, spoke on final exams and that assessments take a lot of time. Middle School teachers are not allotted for any professional time like High School teachers do. She would like that to be brought back during negotiations.

2.b) Staff Responses

Dr. Peter Knapik thanked all the speakers and will bring back a counter proposal during negotiations.

2.c) Board Members' Responses

Vice President Weisberg requested consistent updates from negotiations.

Member Aghakhanian shared he is proud of the working relationships of teachers and spoke in support of them.

3) CLOSED SESSION

3.a) Conference with Labor Negotiator, Pursuant to Government Code 54957.6

Agency Negotiator: Jason Hasty Employee Organizations: Burbank Teachers Association (BTA) & California School Employees Association (CSEA)

3.b) Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957 (OF 31,405)

3.c) Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A) (OF 31,406)

Final Settlement Agreement for Special Education Students 960025725 and 960046052

4) RECONVENE IN PUBLIC SESSION/PLEDGE OF ALLEGIANCE/LAND ACKNOWLEDGEMENT

President Pontzer Kamkar and Board Members take a moment of silence in memory of Arti Varma.

President Pontzer Kamkar led in the Pledge of Allegiance.

5) REPORTING ON CLOSED SESSION

President Pontzer Kamkar reported on item 3b. They adopted the Resolution of the skully hearing officer. Motion from Vice President Weisberg and seconded by Member Olson. Passed 5-0.

In Closed Session, Board took action to give Permanent Certificated employee CT-18925, a notice of termination. AYES: Aghakhanian, Cano, Olson, Weisberg and Pontzer Kamkar.

No other business to report from Closed Session.

6) ADJUSTMENTS TO THE AGENDA

Dr. Weisberg suggested moving up the Resolutions to Presentations and vote when they get to New and/or Unfinished Business. She asked to check the Brown Act for protocols.

Member Olson would like to pull 12i and asked to bring it back to the next meeting.

Pulling 13c and 13t.

7) ITEMS FOR FUTURE AGENDAS

Dr. Weisberg would like to get information back on when they can expect some of the reports they have requested.

Dr. Aghakhanian would like information on the Donors to acknowledge them.

Dr. Jason Hasty stated they will have the Donor report at the end of the year.

8) PRESENTATIONS / RECOGNITIONS

Kirsten Morris approached podium to give presentation on the PTA.

Julie Markussen, Director of Secondary Education, approached podium to present the Resolutions.

9) REPORTS FROM THE BOARD AND STAFF

9.a) Student Representatives

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

Hayk Smbatyan, Monterey High School, was absent.

9.b) Burbank Teacher's Association (BTA), California School Employees Association (CSEA), Burbank Association of School Administrators (BASA)

Sarah Schwartz; BTA President, Laura Bauman, CSEA President, and Laura Flosi, BASA President will report on association business.

Sarah Schwartz, BTA President and BUSD teacher, began by celebrating the FACT students for their hard work along with their teachers. Encouraged the Board to support the program. She spoke on protection for the immigrant community and asked the Board to support the BTA proposals. Lastly, she spoke on the State budget for school funding.

9.c) Reports from the Superintendent

Dr Knapik, Assistant Superintendent of Educational Services, addressed the Board on behalf of Dr. Macias. He thanked the student representatives for all their hard work. He also thanked the PTA Partners for their support. He shared some thoughts of gratitude from Dr. Macias on current events.

Dr. Knapik introduced Principal Luci Bowers from Bret Harte, who spoke in remembrance of Arti Varma.

President Pontzer Kamkar gave a quick report to the Board. Stated that they do not have the Sobel report and are in contact with Council. The report is being worked on. She spoke on the Board's acknowledgment of Dr. Paramo's retirement concerns and stated a more formal response will follow.

10) REQUESTS TO ADDRESS THE BOARD

10.a) Public Communications on Agenda Items and on Any Subject Within the Jurisdiction of the School Board

Sasha Shahverdian, senior at Burbank High School, spoke on his ineligibility to participate in the Promotion ceremony. His father suffered a serious medical emergency, and in needing to stay by his Father's side, he exceeded the absence limit. Walking at Graduation means a lot to him and his family and would like his situation to be reconsidered and he has made a strong effort to improve attendance.

Jef Vander Borght, addressed Dr. Weisberg regarding the addition to the minutes. Looking forward to the Sobel Report regarding Tabet's daughter.

Sheryl Sacchitelli, BUSD parent, is representing parents who would like change on how Chromebooks are used. She shared her positive meeting with Dr. Anders and are on the same page on the issue and changes for upcoming school year.

Alvaro Valdez, Burbank resident and former BUSD Employee, spoke regarding his encounter with Hector Garcia in the Student Services department. He met due to an error in dis-enrollment of children from District. States that Hector was unsympathetic. He emphasized the importance of customer service. He thanked Briana for her help with the matter and fixing the issue.

Taylor Foxhall (submitted a card later then came and pulled his card), from FSA, thanked Dr. Knapik for the help and his kind words. Stated he will be on High School campuses during the next couple of weeks to talk about mental health awareness.

Eric Hawk, President of the Burbank Community Band, spoke regarding the annual Spring concert last month at the main stage at Huerta Middle School. He thanked District personnel for their support. Mentioned there will be a final performance on May 25, for a Memorial Day ceremony.

Alexandra Helfrich, community member, spoke regarding item 13b. She shared that minutes can't be altered and legally cannot make official action and not record it. She would like the full discussion in minutes.

Janet Diel, community member, shared her concerns about what is being shared and taught at the schools. She spoke on Jewish Culture month and shared her film "Never Again", possibly to show students. She thanked the Family Service Agency for their support.

Tom Huber, BUSD parent and Burbank resident, thanked all teachers and Board members for all they do. He spoke about the importance of after school child care programs. He stated most families rely on after school care.

10.b) Superintendent's Comments

Dr. Knapik thanked all speakers. He will follow up with Dr. Macias regarding all concerns brought to the meeting.

10.c) Board Members' Responses

Board Members will respond to public comment.

President Pontzer Kamkar thanked all speakers for coming. Addressed after school child care issues and mentioned there will be an audit of the programs.

Dr. Aghakhanian acknowledged the FSA and Boys and Girls club programs. Thanked them for all they do for the community.

Dr. Weisberg shared her understanding of the importance of after school child care. She shared that minutes are summaries and encouraged community members to reach out and ask questions.

Clerk Cano mentioned she would like to reach out to the student who reached State level for reflections to possibly have their artwork displayed.

Member Olson thanked all speakers for coming.

11) REPORTS TO THE BOARD

11.a) Measure ABC Bond Program Update

Jason Hasty, Interim Assistant Superintendent of Business Services, will present the Measure ABC Bond Program Update to the Board of Education, as presented.

Measure ABC Bond Program Update 050726.pdf (OF 31,407)

12) NEW AND/OR UNFINISHED BUSINESS

12.a) Adoption of Resolution 41 Proclaiming the May as the Burbank Unified School Districts Asian American and Pacific Islander Heritage Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 41 Proclaiming May 2026 as the Burbank Unified School District Asian American and Pacific Islander Heritage Month, as presented.

Resolution 41 Asian American Heritage Month 5 7 26.pdf AMENDED (OF 31,408)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.b) Adoption of Resolution 42 - Proclaiming May 2026 as the Burbank Unified School District's Jewish American Heritage Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 42 -proclaiming May 2026 as the Burbank Unified School District's Jewish American Heritage Month, as presented.

Resolution 42 Jewish American Heritage Month 5 7 26.pdf (OF 31,409)

It was moved by Armond Aghakhanian, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.c) Adoption of Resolution 43 in Support of Pride Month, June, 2026

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 43 in Support of Pride Month, June, 2026, as presented.

Resolution_43_Pride Month 5 7 26.pdf AMENDED (OF 31,410)

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.d) Adoption of Resolution 44 Proclaiming the May as the Burbank Unified School Districts Mental Health Awareness Month

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 44 Proclaiming May 2026 as the Burbank Unified School District Mental Health Awareness Month, as presented.

Resolution 44 Mental Health Awareness Month 5 7 26.pdf (OF 31,411)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.e) Adoption of Resolution 45 Proclaiming May 18, 2026 as Speech-Language Pathologist Day

Peter Knapik, Ed.D., Assistant Superintendent of Educational Services, recommends that the Board of Education adopt Resolution 45 proclaiming May 18, 2026 as Speech-Language Pathologist Day, as presented.

SPED Adoption of Resolution 45 Speech-Language Pathologist Day.pdf (OF 31,412)

It was moved by Armond Aghakhanian, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.f) First Reading of Revised Board Policy and Administrative Regulations

Peter Knapik, Assistant Superintendent of Educational Services, will facilitate the Board s first reading of the proposed revision to Board Policies and Administrative Regulations, as presented.

First Reading Board Policies and Administrative Regulations Related to Discipline.pdf (OF 31,413)

12.g) Approval of Agreement with Houghton Mifflin Harcourt for English 3D with Writable Curriculum from July 1, 2026 through June 30, 2027

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Houghton Mifflin Harcourt for English 3D with Writable paid by Title III, English Learner funding, not to exceed $24,102.73, under various object codes (01.0-42030.1-0-47600-10000-XXXX-4310000), effective July 1, 2026 through June 30, 2027, and that authority to sign this agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval of Agreement with HMH for English 3D (002).pdf (OF 31,414)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.h) Approval of Agreement with Right at School for Child Care Paid by Expanded Learning Opportunities Program from July 1, 2026 through June 30, 2027

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Agreement between the Burbank Unified School District and Right at School to for childcare services of eligible families/students and a percentage of administrative costs based on ELOP-eligible students paid by the Expanded Learning Opportunities Program (ELOP), not to exceed $1,000,000 (01.0-2600.0-0-00000-27000-5810-7429000), effective July 1, 2026 through June 30, 2027, and that authority to sign this agreement be exercised pursuant to BUSD AR 3314, as presented.

Agreement with Right at School 5.7.pdf (OF 31,415)

It was moved by Kelsey Olson, and seconded by Emily Weisberg, that the Board of Education approve the item as recommended. The motion carried with 3-2 votes.

12.i) Approval of 2025-2026 Expanded Learning Opportunities Program Plan

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Expanded Learning Opportunities Program Plan effective July 1, 2025, through June 30, 2026, and that authority to sign this agreement be exercised pursuant to BUSD AR 3314, as presented.

Approval of ELOP Plan 2025-2026.pdf PULLED

Pulled

12.j) Approval of Contract with Engaging Hearts & Minds for Summer School Expanded Learning Opportunities Program(ELOP)

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement with Engaging Hearts & Minds for the Summer School Expanded Learning Opportunities Program (ELOP) curriculum and services, for a total amount not to exceed $33,680 (01.0-26000.0-11100-10000-4250-548-0000), effective May 1, 2026 through August 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Here is a link for more information on this organization: https://www.engagingheartsandminds.org/about

Agreement with Engaging Hearts and Minds-Summer School 2026.pdf (OF 31,416)

It was moved by Armond Aghakhanian, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.k) 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 $142,000 (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 SBC 5 7 26.pdf PULLED

Pulled

Member Olson motioned to extend meeting to 11:15 p.m. Clerk Cano seconded.
Motion passed unanimously.

12.l) Approval of Agreement for Professional Services Provided by Family Services Agency of Burbank for Special Education Students

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between the Burbank Unified School District and the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying Special Education students, effective July 1, 2026 through June 30, 2027, not to exceed $530,000 (01.0-65460.0-57601-11800-581440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

FSA SPED 5 7 26.pdf (OF 31,417)

It was moved by Armond Aghakhanian, and seconded by Laurette Cano, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.m) Adoption of Resolution 46 Implementing Certificated Layoffs

Human Resources Services, recommends that the Board of Education adopt Resolution 46 Implementing Certificated Layoffs, as presented.

Adoption of Resolution 46 Implementing Certificated Layoffs.pdf AMENDED (OF 31,418)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.n) Adoption of Resolution 47 Implementing Classified Layoffs

Human Resources Services, recommends that the Board of Education adopt Resolution 47 Implementing Classified Layoffs, as presented.

Adoption of Resolution 47 Implementing Classified Layoffs.pdf (OF 31,419)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.o) Approval of Resolution 48 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2026-2027 School Year

Human Resources Services, recommends that the Board of Education approve Resolution 48 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Pay Changes for the 2026-2027 School Year, as presented,

Adoption of Resolution 48 Declaring Salaries Indefinite and to Authorize Regular and Retroactive Changes in Pay for the 2026-2027 School Year.pdf (OF 31,420)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.p) Approval of Revised Job Description for Director of Arts and Career Technical Education (CTE) on Certificated Supervisors and Managers Salary Schedule A, Range A

Human Resources Services, recommend that the Board of Education approve the Revised Job Description for Director of Arts and Career Technical Education (CTE) on Certificated Supervisors and Managers Salary Schedule A, Range A, effective May 8, 2026, as presented.

Approval of Revised Job Description for Director of Arts and Career Technical Education (CTE) on Certificated Supervisors and Managers Salary Schedule A, Range A.pdf (OF 31,421)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.q) Approval of Lease Agreement Circle II / Wells Fargo Vendor Financial Services, LLC

Administrative Services recommends that the Board of Education approve the financial agreement between Burbank Unified School District and Wells Fargo Vendor Financial Services, LLC to acquire copiers and printers under a 60-month fair market

value lease, effective July 1, 2026 through June 30, 2031, not to exceed $1,300,000.00 (01.0-00000.0-00000-72000-5611-0000000) and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

M&S Technology Group Lease 050726.pdf (OF 31,422)

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.r) Approval of Maintenance Agreement with Circle MSP

Administrative Services recommends that the Board of Education approve an agreement between Burbank Unified School District and Circle MSP to provide service and maintenance for copiers and printers for 60 months, effective July 1, 2026 through June 30, 2031, not to exceed $650,000.00 (01.0-00000.0-00000-72000-5631-0000000) and that the authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Circle MSP Maintenance Agreement 050726.pdf (OF 31,423)

It was moved by Kelsey Olson, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.s) Approval of Purchase, Rush Trucks (Cafeteria Fund Fund 13)

Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Rush Trucking to provide its product May 9, 2026. (13.0-53100.0-00000-37000-4410-7490000), and that authority to sign the contract pursuant to BUSD AR 3314, as presented.

Rush Trucks 050726.pdf (OF 31,424)

It was moved by Laurette Cano, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

12.t) Approval of the 2026-2027 Regular Board of Education Meeting Dates and Amendment to Bylaws 9320:Meetings and Notices

Oscar Macias, Interim Superintendent, recommends that the Board of Education approve its regular meeting dates for the 2026-2027 school year and amend Bylaw 9320:Meeting and Notices, as presented.

Approval of 2026-2027 Regular BOE Meeting 050726.pdf AMENDED (OF 31,425)

It was moved by Emily Weisberg, and seconded by Armond Aghakhanian, that the Board of Education approve the item as recommended. The motion carried unanimously.

13) CONSENT AGENDA

13.a) Approval of Minutes

Minutes 4.9.26 UNOFFICIAL AM.pdf PULLED

13.b) Approval of Minutes

Minutes 4.16.26 UNOFFICIAL AM.pdf (OF 31,426)

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 April 13, 2026, as presented.

2025-2026 PURCHASE ORDER REPORT.pdf PULLED

13.d) Approval of Personnel Report Number 25-26-19

Human Resources Services, recommends that the Board of Education approve Personnel Report Number 25-26-19, covering Certificated and Classified personnel, and consisting of Pages 1 to 7 inclusive, as presented.

Personnel Report 25-26-19.pdf (OF 31,427)

13.e) Approval to Amend Agreement with Childcare Careers LLC and The Education Team

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education agree to provide additional funding for Child Care Careers (CCC) to provide substitutes for child care centers for the remainder of the 2025-2026 school year not to exceed $300,000 (120-90602-0-11100-10000-5850- 754-000-00) and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Board Report May 7th 2026.pdf (OF 31,428)

13.f) Approval of Instructional Consultant Services

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

Approval of Instructional Consultants redacted 5 7 26.pdf (OF 31,429)

13.g) Ratification of Agreement for Instructional Consultant Services

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

Ratification of Instructional Consultants 5 7 26.pdf (OF 31,430)

13.h) Approval of University Agreement- San Jose University

Human Resources Services, recommends that the Board of Education approve the University Agreement between the Burbank Unified School District and San Jose University, to provide educational field experience for Speech Language Pathologists effective May 8, 2026 through until terminated five (5) years on May 8, 2031, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Approval of University Agreement- San Jose University.pdf (OF 31,431)

13.i) Approval of Agreement between Burbank Adult School and Evolo AI

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank Unified School District/Burbank Adult School and Evolo AI agreement, not to exceed $ 15,000.00 (11.0-63910.0-41102-10000-5840-5330000) - $3,750 (11.0-63910.0-41104-10000-5840-5330000) - $7,500, (11.0-63910.0-41106-10000-5840-5330000), as presented.

BAS EVOLO AI 5 7 26.pdf (OF 31,432)

13.j) Approval of Agreement between Burbank Adult School and Edmentum Learning Software for the 2026-2027 CTE program

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Adult School and Edmentum, not to exceed $19,914.00 (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 - Edmentum Agreement-CTE - 2026-2027 5 7 26.pdf (OF 31,433)

13.k) Approval of Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services for Special Education

Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for Special Education students at Magnolia Park School, not to exceed $236,453.44 (1.0-33270.0-57601-11800-5810-7440000 = $198,620.88 and 01.0-65460.0-57601-1180-5810-7440000 = $37,832.56). 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 Hathaway-Sycamores_Mag Park.pdf (OF 31,434)

13.l) Approval of Agreement for Professional Services Provided by Hathaway-Sycamores Child and Family Services for Special Education

Peter Knapik, Assistant Superintendent of Educational Services recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for Special Education students at Magnolia Park School, not to exceed $489,778.39 (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.

SPED Professional Services Hathaway-Sycamores_SELPA Program.pdf (OF 31,435)

13.m) Approval of Amended Agreement for Professional Services Provided by Sarah Knauff Speech-Language Pathology, Inc. for Special Education

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education amend an agreement between Burbank Unified School District and Sarah Knauff Speech-Language Pathology, Inc., to provide a Speech-Language Pathologist (SLP), not to exceed $212,450 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 18, 2025 for a total not to exceed $202,450. Due to an increase in student need, this amendment adds an additional $10,000 to the agreement for a new not to exceed total of $212,450.

SPED Professional Services Sarah Knauff_Amendment.pdf (OF 31,436)

13.n) Approval of Amended Agreement for Professional Services Provided by LRA Interpreters, 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 LRA Interpreters, Inc., to provide interpreting and translation services for Burbank Special Education students, not to exceed $250,000 (01.0-65000.0-57602-11901-5850-7440000), effective July 1, 2025 through June 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented. Note: The original approval date was June 18, 2025 for a total not to exceed $200,000. Due to increased need of interpreting and translation, this amendment adds an additional $50,000 for a new not to exceed amount of $250,000.

SPED Professional Services LRA Interpreters_Amendment.pdf (OF 31,437)

13.o) Approval of Agreement for Professional Services Provided by Adams Silva and McNally LLP 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 Adams Silva & McNally LLP, to perform specific services, not to exceed $400,000 (01.0-65000.0-50010-21000-5820-7440000), 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 Adams Silva and McNally.pdf (OF 31,438)

13.p) Approval of Agreement for Professional Services Provided by Gary D Stromberg & Associated, 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 Certified Occupational Therapist Assistant (COTA), not to exceed $114,975 (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 Gary D Stromberg_COTA.pdf (OF 31,439)

13.q) 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 960025725, total not to exceed $29,000, (01.0-65000.0-50010-36000-5813-7440000), August 13, 2025 through July 31, 2026 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960025725 Settlement Agreement.pdf (OF 31,440)

13.r) 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 960046052, total not to exceed $4,000, (01.0-65000.0-50010-36000-5813-7440000), April 8, 2026 through May 27, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960046052 Settlement Agreement.pdf (OF 31,441)

13.s) Approval of Award of Contract, Playpower LT Farmington Inc., Furnish and Install Retrofit of TK Playground Equipment, Ralph Waldo Emerson, Walt Disney, Bret Harte, Thomas Jefferson, William McKinley, Providencia, George Washington, Theodore Roosevelt Elementary Schools (Growth Funds)

The Administrative Services Department recommends that the Board of Education approve the contract between Burbank Unified School District and PlayPower LT Farmington Inc., for the Furnish and Install Retrofit of the TK Playground Equipment at the schools below, effective May 8, 2026 through May 7, 2027, not to exceed $152,315.01, Growth Funds, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented, as follows: Ralph Waldo Emerson, $9,314.04 (25.0-00000-91006-85000-6170-2030000) Walt Disney, $17,416.58 (25.0-00000-91006-85000-6170-2010000) Bret Harte, $29,976.06 (25.0-00000-91006-

85000-6170-2050000) Thomas Jefferson, $31,824.59 (25.0-00000-91006-85000-6170-2060000) William McKinley $3,703.63 (25.0-00000-91006-85000-6170-2090000) Providencia, $20,531.21 (25.0-00000-91006-85000-6170-2130000) George Washington, $8,825.31 (25.0-00000-91006-85000-6170-2160000) Theodore Roosevelt, $30,723.59 (25.0-00000-91006-85000-6170-2140000)

5_7 PlayPower Playgrounds.pdf (OF 31,442)

13.t) Approval of Agreement for Professional Services, Webb Design (General Fund)

Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Webb Foodservice Design to provide professional foodservice planning services in the amount of $15,000 effective May 8, 2026 (01.0-53100.0-00000-37000-5880-7490000) and that authority to sign the contract pursuant to BUSD AR3314, as presented.

Webb Design 050726.pdf PULLED

Approve items 13b, 13d through 13s as presented.

It was moved by Armond Aghakhanian, and seconded by Kelsey Olson, that the Board of Education approve the item as recommended. The motion carried unanimously.

14) REPORTS FROM BOARD MEMBERS

14.a) Reports from Board Members

Board of Education members will report on items within the jurisdiction of the Board.

Member Olson shared her experience meeting with the Mayor with Dr. McCoy.

Clerk Cano shared her experience attending the 100th year Anniversary of McKinley event. She encouraged community to visit the BTA website regarding the State budget.

Vice President Weisberg shared that she attended Open House at the Elementary schools. She thanked all the teachers.

Member Aghakhanian reminded community to remember to vote.

President Pontzer Kamkar shared that she also attended McKinley's 100th Anniversary event. Thanked all community members for their support.

15) ADJOURNMENT

Meeting adjourned at 11:15 p.m. in memory of Arti Varma.

MINUTES APPROVED:

_____
OSCAR MACIAS, INTERIM SUPERINTENDENT
SECRETARY OF THE BOARD

May 21, 2026

_____ _____
DATE LAURETTE CANO, CLERK

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26000046	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $20,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$29,000.00
26000215	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$5,000.00
26000216	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MC KINLEY ELEMENTARY	010	$6,000.00
26000219	AMAZON CAPITAL SERVICES	C/O 5: INCREASE BY $285.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	MILLER ELEMENTARY	010	$13,535.00
26000273	INTERMOUNTAIN LOCK & SUPPLY CO	C/O 1: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; LOCKSMITH SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$25,000.00
26000278	NAPA AUTO PARTS	C/O 1: INCREASE BY $3,000.00; 2025-26 BLANKET ORDER; VEHICLE REPAIR AND MAINTENANCE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$13,000.00
26000378	NTT AMERICA INC	C/O 1: INCREASE BY $3,520.56; SOFTWARE LICENSE; BOARD APPROVED 6/18/25 AND 4/9/26	TECHNOLOGY SERVICES	010	$87,616.56
26000496	LINGUABEE LLC	C/O 1: INCREASE BY $66,000.00; PROFESSIONAL SERVICES AGREEMENT; INTERPRETING AND TRANSLATING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26	SPECIAL EDUCATION	010	$241,000.00
26000506	ALPHA INTERPRETING AGENCY, CORP.	C/O 2: INCREASE BY $875,000.00; BOARD APPROVED 12/11/25; PROFESSIONAL SERVICES AGREEMENT; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/16/26	SPECIAL EDUCATION	010	$2,075,000.00
26000886	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $1,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	ROOSEVELT ELEMENTARY	010	$11,000.00
26000966	ALPHA INTERPRETING AGENCY, CORP.	C/O 1: INCREASE BY $35,000.00; CONSULTANT AGREEMENT; DHH INTERPRETING SERVICES; BOARD APPROVED 4/9/26	PERSONNEL SERVICES	010	$125,000.00
26001231	LOZANO SMITH	C/O 2: INCREASE BY $100,000.00; BOARD APPROVED 4/9/26; C/O 1: CHANGE IN FUNDING ALLOCATION ONLY; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; GENERAL AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	FISCAL SERVICES	010	$501,000.00

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26001231	LOZANO SMITH	C/O 2: INCREASE BY $100,000.00; BOARD APPROVED 4/9/26; C/O 1: CHANGE IN FUNDING ALLOCATION ONLY; PROFESSIONAL SERVICES AGREEMENT; LEGAL SERVICES; GENERAL AND SPECIAL EDUCATION FUNDS; BOARD APPROVED 9/4/25	FISCAL SERVICES	213	$2,000.00
26001287	SCHOOL ZONE TRANSPORTATION, INC	C/O 1: REDUCE BY $1,200.00; STUDENT TRANSPORTATION; SIX FLAGS MAGIC MOUNTAIN - GRAD NIGHT; ACCOUNTS RECEIVABLE FUND	DOLORES HUERTA MIDDLE SCHOOL	010	$6,000.00
26001463	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $500.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; BAEF FUNDS	WASHINGTON ELEMENTARY	010	$1,550.00
26001709	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $1,300.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	WASHINGTON ELEMENTARY	010	$1,690.00
26001745	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $800.00; 2025-26 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES; TITLE III FUNDS	JEFFERSON ELEMENTARY	010	$2,800.00
26001775	PALI INSTITUTE	C/O 1: INCREASE BY $13,842.50; FIELD TRIP ADMISSION; OSS FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$15,342.50
26002103	AMAZON CAPITAL SERVICES	C/O 1: INCREASE BY $5,000.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; TITLE I FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$6,000.00
26002238	SCHOOL ZONE TRANSPORTATION, INC	C/O 1: INCREASE BY $105.00; STUDENT TRANSPORTATION; ANAHEIM HIGH SCHOOL; ACCOUNTS RECEIVABLE	DOLORES HUERTA MIDDLE SCHOOL	010	$981.00
26002304	MACKIN EDUCATIONAL RESOURCES	C/O 1: REDUCE BY $59.72; BOOKS; GIFT FUNDS	DISNEY ELEMENTARY	010	$332.20
26002402	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: INCREASE BY $4,118.00; 2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	WASHINGTON ELEMENTARY	010	$5,223.00
26002698	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $3,109.15; AUDIO-VISUAL EQUIPMENT; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,115.14
26002719	LION EXPRESS	C/O 1: INCREASE BY $331.25; STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,656.25
26002724	QUAVERED INC.	C/O 1: INCREASE BY $10,200.00; SOFTWARE LICENSE; MUSIC IS INSTRUMENTAL; BOARD APPROVED 3/26/26 AND 4/16/26	INSTRUCTIONAL SERVICES	010	$22,800.00
26002775	BASECAMP SUPPLY CO.	C/O 1: INCREASE BY $67.02; EVENT RENTAL SUPPPLIES; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$548.80
26002909	BENCHMARK EDUCATION COMPANY	CLASSROOM SUPPLIES; TITLE III - LEP STUDENT PROGRAM FUNDS	MC KINLEY ELEMENTARY	010	$398.13
26002910	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNIVERSAL STUDIOS; AMS FUNDS	MUIR MIDDLE SCHOOL	010	$1,400.00
26002911	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MC KINLEY ELEMENTARY	010	$298.99

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PO Number	Vendor	Description	Site	Fund	Total Amount
26002912	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; BAEF FUNDS	DISNEY ELEMENTARY	010	$1,500.00
26002913	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNIVERSAL STUDIOS; ACCOUNTS RECEIVABLE	MUIR MIDDLE SCHOOL	010	$9,600.00
26002915	JPMORGAN CHASE BANK	OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$65.03
26002916	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CALIFORNIA SCIENCE CENTER; PTA FUNDS	PROVIDENCIA ELEMENTARY	010	$1,470.00
26002917	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; DISNEYLAND	BURBANK HIGH SCHOOL	010	$1,500.00
26002918	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$56.62
26002919	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$139.14
26002920	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; GETTY CENTER; ACCOUNTS RECEIVABLE	MAGNOLIA PARK	010	$952.50
26002921	FUN EXPRESS LLC	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$58.51
26002922	DICK BLICK CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$97.63
26002923	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CABRILLO MARINE AQUARIUM; PTA FUNDS	MILLER ELEMENTARY	010	$202.50
26002924	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; LOTTERY FUNDS; BOARD APPROVED 4/21/16	INSTRUCTIONAL SERVICES	010	$496,609.98
26002925	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$104.38
26002926	HERFF JONES, INC.	GRADUATION SUPPLIES	BURBANK HIGH SCHOOL	010	$123.71
26002927	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$329.01
26002928	AV PARTY RENTAL INC	GRADUATION CHAIR RENTAL	MC KINLEY ELEMENTARY	010	$790.50
26002929	CENTAUR SECURITY SERVICES INC	SECURITY SERVICE; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$180.00
26002930	JPMORGAN CHASE BANK	C/O 1: INCREASE BY $364.99; FOOD FOR EVENT; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$849.98
26002931	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CABRILLO MARINE AQUARIUM; PTA FUNDS	MILLER ELEMENTARY	010	$202.50
26002932	JPMORGAN CHASE BANK	2025-26 BLANKET ORDER; FOOD AND EMERGENCY NEEDS; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$2,000.00
26002933	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CABRILLO AQUARIUM; PTA FUNDS	MILLER ELEMENTARY	010	$202.50
26002934	KAGAN PUBLISHING	BOOKS FOR PROFESSIONAL DEVELOPMENT; EDUCATOR EFFECTIVENESS, GENERAL AND TITLE I FUNDS	VARIOUS SITES	010	$1,211.14
26002935	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; NOISE WITHIN THEATRE	BURBANK HIGH SCHOOL	010	$625.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26002936	AMAZON CAPITAL SERVICES	KITCHEN EQUIPMENT; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$3,604.60
26002937	2 GUYS TERMITE, INC.	TERMITE INSPECTION AT BURBANK ADULT SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$820.00
26002938	2 GUYS TERMITE, INC.	TERMITE INSPECTION AT DISNEY ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$870.00
26002939	AME BUILDERS INC.	ROOF MAINTENANCE AND REPAIR AT BURBANK ADULT SCHOOL ANNEX; ADULT EDUCATION-BLOCK GRANT FUNDS; BOARD APPROVED 3/26/26	BURBANK ADULT SCHOOL	110	$14,500.00
26002940	SCHOOL MATE	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$779.03
26002941	BOGNAR, PETER	REIMBURSEMENT TO TEACHER FOR CPR CARDS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,720.00
26002942	VINYARD, LAURA	REIMBURSEMENT TO PRINCIPAL FOR CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$42.85
26002943	MESCHKAT, RYANNE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$640.46
26002944	DAGATA, PATTY	REIMBURSEMENT TO TEACHER FOR SOFTWARE	BURBANK HIGH SCHOOL	010	$59.88
26002945	LOPEZ, YESENIA	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; FILM LA FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$160.23
26002946	MALINOVSKY, KAITLYN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$364.89
26002947	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; TITLE III IMMIGRANT EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$130.75
26002949	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$800.00
26002950	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$500.00
26002951	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; DISASTER BIN SUPPLIES	MILLER ELEMENTARY	010	$1,737.64
26002952	BARNES AND NOBLE INC	BOOKS; LCAP FUNDS	INSTRUCTIONAL SERVICES	010	$2,161.16
26002953	NAVA, VALERIA	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE	JOHN BURROUGHS HIGH SCHOOL	010	$170.00
26002954	DEMCO INC	LIBRARY SUPPLIES; FRC ELEMENTARY FUNDS	JEFFERSON ELEMENTARY	010	$1,031.34
26002955	GAJAN, FERNANDO	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE	JOHN BURROUGHS HIGH SCHOOL	010	$170.00
26002956	LALICATA, TRACI	CONSULTANT AGREEMENT; SHOW PRODUCTION; FRC ELEMENTARY FUNDS; BOARD APPROVED 1/15/26	JEFFERSON ELEMENTARY	010	$3,000.00
26002957	JONES SCHOOL SUPPLY CO INC	STUDENT AWARDS	MILLER ELEMENTARY	010	$140.33
26002958	BURBANK COMMUNITY YMCA	AGREEMENT TO PROVIDE SERVICES FOR THE 2025-26 DISTRICT WIDE ENRICHMENT PROGRAM; ELOP FUNDS; BOARD APPROVED 4/16/26	INSTRUCTIONAL SERVICES	010	$235,521.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
26002959	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; DISNEY STUDIOS; AME FUNDS	BURBANK HIGH SCHOOL	010	$1,087.50
26002960	ARMENIAN KIDS CLUB, INC.	BOOKS; TITLE III IMMIGRANT EDUCATION FUNDS	ROOSEVELT ELEMENTARY	010	$40.63
26002961	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; IMA GIFT FUND	JOHN BURROUGHS HIGH SCHOOL	010	$905.00
26002962	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	WASHINGTON ELEMENTARY	010	$250.62
26002963	HEGGERTY PHONEMIC AWARENESS	CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$110.35
26002964	GORDY'S WELDING SUPPLY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$283.41
26002965	SIRAMARK INC	BOOKS; TITLE III IMMIGRANT EDUCATION FUNDS	ROOSEVELT ELEMENTARY	010	$186.88
26002966	DICK BLICK CO	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$260.75
26002967	KR NIDA CORPORATION	COMMUNICATION EQUIPMENT; GIFT FUNDS	MILLER ELEMENTARY	010	$440.48
26002969	HERFF JONES, INC.	GRADUATION SUPPLIES	BURBANK HIGH SCHOOL	010	$2,155.92
26002971	JPMORGAN CHASE BANK	2025-26 BLANKET ORDER; CLASSROOM, OFFICE, AND EVENT SUPPLIES	MC KINLEY ELEMENTARY	010	$3,000.00
26002972	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; CAPITAL FACILITIES FUND	DISNEY ELEMENTARY	250	$218.66
26002973	SPECIAL EDUCATION PARENTS	SETTLEMENT AGREEMENT; REIMBURSEMENT TO PARENT FOR TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26	SPECIAL EDUCATION	010	$4,000.00
26002974	WARREN, WILLIAM	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$294.72
26002975	BURBANK OPTOMETRIC CENTER, INC.	PROFESSIONAL SERVICES AGREEMENT; VISION EVALUATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26	SPECIAL EDUCATION	010	$525.00
26002976	DR. AGNESA PAPAZYAN, PSYD PSYCHOLOGY CORPORATION	PROFESSIONAL SERVICES AGREEMENT; PSYCHOEDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26	SPECIAL EDUCATION	010	$6,500.00
26002977	EPPORT, KAREN LYNN	PROFESSIONAL SERVICES AGREEMENT; NERO-PSYCHOLOEDUCATION AND SPEECH AND LANGUAGE IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 4/9/26	SPECIAL EDUCATION	010	$10,000.00
26002978	OOTWI INC.	CONSULTANT AGREEMENT; STUDENT ASSEMBLY; GIFT FUNDS; BOARD APPROVED 2/12/26	ROOSEVELT ELEMENTARY	010	$1,540.00
26002979	MULTI - HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,100.00
26002980	ENGAGING HEARTS AND MINDS	E-BOOKS; ELOP FUNDS	INSTRUCTIONAL SERVICES	010	$33,680.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
26002981	IGLOO MUSIC CORPORATION	FIELD TRIP ADMISSION; IGLOO MUSIC CORPORATION; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$750.00
26002982	TWINING CONSULTING, INC.	PROFESSIONAL SERVICES; GEOTECHNICAL INVESTIGATION REPORT; BOND FUND; BOARD APPROVED 3/26/26	JOHN BURROUGHS HIGH SCHOOL	210	$92,006.00
26002983	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; ACCOUNTS RECEIVABLE	JOHN BURROUGHS HIGH SCHOOL	010	$5,737.50
26002984	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; ACCOUNTS RECEIVABLE	JOHN BURROUGHS HIGH SCHOOL	010	$5,892.50
26002985	CALIFORNIA PAVING & GRADING CO INC	ASPHALT REPAIR AT BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,950.00
26002986	JPMORGAN CHASE BANK	CONFERENCE REGISTRATION	INSTRUCTIONAL SERVICES	010	$1,827.00
26002987	BECKETT, KATHLEEN	REIMBURSEMENT TO TEACHER FOR TUITION FEES	INSTRUCTIONAL SERVICES	010	$1,000.00
26002988	BRADFIELD, MARISA	REIMBURSEMENT TO TEACHER FOR TUITION FEES	INSTRUCTIONAL SERVICES	010	$1,000.00
26002989	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	MC KINLEY ELEMENTARY	010	$591.92
26002990	SOUTHWEST SCHOOL & OFFICE SUPPLY	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$1,177.82
26002991	MARKOSIAN, BORIS	MUSICAL INSTRUMENT REPAIRS; ACCOUNTS RECEIVABLE AND AMS FUNDS	MUIR MIDDLE SCHOOL	010	$500.00
26002992	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	BRET HARTE ELEMENTARY	010	$419.63
26002993	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	MC KINLEY ELEMENTARY	010	$166.18
26002994	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	DISNEY ELEMENTARY	010	$448.48
26002995	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	JEFFERSON ELEMENTARY	010	$166.71
26002996	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	EDISON ELEMENTARY	010	$159.32
26002997	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	ROOSEVELT ELEMENTARY	010	$136.28
26002998	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	EMERSON ELEMENTARY	010	$165.68
26002999	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	STEVENSON ELEMENTARY	010	$130.27
26003000	FOLLETT CONTENT SOLUTIONS LLC	C/O 1: REDUCE BY $282.79; BOOKS; TITLE VI FUNDS	PROVIDENCIA ELEMENTARY	010	$136.28
26003001	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$243.65
26003002	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	MUIR MIDDLE SCHOOL	010	$270.23
26003003	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$96.15
26003006	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$247.13
26003007	FOLLETT CONTENT SOLUTIONS LLC	BOOKS; TITLE VI FUNDS	BURBANK HIGH SCHOOL	010	$93.54

BOARD DETAIL REPORT

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26003008	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; BAND; ACCOUNTS RECEIVABLE AND IMA FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,975.00
26003009	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; ACCOUNTS RECEIVABLE AND GENERAL FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$5,500.00
26003010	COAST TO COAST GLASS CORPORATION	RESEAL WINDOW GLASS AT BURBANK ADULT SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,652.00
26003011	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$272.08
26003012	AVS TEES	CUSTOM CLOTHING	LUTHER BURBANK MIDDLE SCHOOL	010	$2,698.41
26003013	AVS TEES	CUSTOM CLOTHING	LUTHER BURBANK MIDDLE SCHOOL	010	$3,074.66
26003014	POCKET NURSE	CLASSROOM FURNITURE AND SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$15,000.00
26003016	SWEETWATER SOUND INC	MUSICAL INSTRUMENT AND SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$1,081.18
26003017	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$60.00
26003018	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$70.00
26003019	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$545.00
26003020	CITY OF BURBANK	FIELD TRIP ADMISSION; VERDUGO AQUATC FACILITY; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$1,213.36
26003021	PROJECT LEAD THE WAY INC	PROGRAM PARTICIPATION FEE	DOLORES HUERTA MIDDLE SCHOOL	010	$950.00
26003022	ECOLAB	CONSULTANT AGREEMENT; FOOD SAFETY TRAINING AND COACHING; CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 4/9/26	FOOD SERVICES	130	$5,661.00
26003023	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE; AMS FUNDS	BURBANK HIGH SCHOOL	010	$412.76
26003024	JOLLY LEARNING LIMITED	CLASSROOM SUPPLIES	DISNEY ELEMENTARY	010	$1,155.58
26003025	ULINE - Attn: ACCOUNTS RECEIVABLES	GROUNDS SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,617.97
26003026	STAND BY PRODUCTIONS, INC.	CONSULTANT AGREEMENT; WRITING WORKSHOPS; AMS FUNDS; BOARD APPROVED 4/9/26	EMERSON ELEMENTARY	010	$550.00
26003027	KREISBERG, ROBYN	CONSULTANT AGREEMENT; MUSIC DIRECTION; AMS FUNDS; BOARD APPROVED 4/9/26	EDISON ELEMENTARY	010	$750.00
26003028	JPMORGAN CHASE BANK	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$2,000.00
26003029	ACADEMIC CHURCH & CHOIR GOWNS MFG CO INC	GRADUATION SUPPLIES; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$356.92

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26003030	SMITH, ALEXANDRA	CONSULTANT AGREEMENT; PROFESSIONAL DEVELOPMENT FOR TEACHERS; EDUCATOR EFFECTIVENESS FUNS; BOARD APPROVED 4/16/26	DISNEY ELEMENTARY	010	$4,400.00
26003031	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$70.29
26003032	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$785.06
26003033	AUNTIE M CREATIVE CONSULTANTS INC	CONSULTANT AGREEMENT; AUDIO EQUIPMENT AND TECHNICIANS FOR GRADUATION; BOARD APPROVED 5/7/26	INSTRUCTIONAL SERVICES	010	$9,020.50
26003034	ACE LS PARTY RENTS	GRADUATION CHAIR RENTAL	MONTEREY HIGH SCHOOL	010	$512.50
26003035	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS	DOLORES HUERTA MIDDLE SCHOOL	010	$563.36
26003036	COMPLETE BUSINESS SYSTEMS	OFFICE EQUIPMENT	MUIR MIDDLE SCHOOL	010	$10,329.95
26003037	WARD'S NATURAL SCIENCE	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$1,134.63
26003038	JPMORGAN CHASE BANK	FOOD FOR EVENT; FRC ELEMENTARY FUNDS	STEVENSON ELEMENTARY	010	$200.00
26003039	TROPHY KING & GIFTS	STUDENT AWARDS; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$176.80
26003040	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES	PROVIDENCIA ELEMENTARY	010	$83.98
26003041	SPARTAN TOOL LLC	PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,804.60
26003042	LA PARTY RENTS, INC.	GRADUATION CHAIR RENTAL	INSTRUCTIONAL SERVICES	010	$2,945.18
26003043	AMAZON CAPITAL SERVICES	KITCHEN EQUIPMENT; SPECIAL EDUCATION - WORKABILITY GRANT	BURBANK ADULT SCHOOL	010	$2,766.35
26003044	AMAZON CAPITAL SERVICES	CUSTODIAL EQUIPMENT	BUSINESS OFFICE	010	$589.51
26003045	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; BAEF FUNDS	EMERSON ELEMENTARY	010	$1,486.50
26003046	AMAZON CAPITAL SERVICES	BOOKS; TITLE III - IMMIGRANT EDUCATION FUNDS	ROOSEVELT ELEMENTARY	010	$254.51
26003047	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; BAEF FUNDS	PROVIDENCIA ELEMENTARY	010	$484.95
26003048	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT AND SUPPLIES; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$4,344.85
26003049	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES, BOOKS, AND FURNITURE	STEVENSON ELEMENTARY	010	$1,186.12
26003050	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$11,003.52
26003051	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$718.34
26003052	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT; AMS FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,099.94
26003053	AMAZON CAPITAL SERVICES	FURNITURE; CAPITAL FACILITIES FUND	DISNEY ELEMENTARY	250	$479.00

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26003054	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; FRC ELEMENTARY FUNDS	MILLER ELEMENTARY	010	$2,005.00
26003055	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; ELOP FUNDS	INSTRUCTIONAL SERVICES	010	$25,000.00
26003056	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES; AMS FUNDS	DISNEY ELEMENTARY	010	$1,100.00
26003058	AMAZON CAPITAL SERVICES	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$2,000.00
26003060	SETH HARDING	GRADUATION DECOR	MONTEREY HIGH SCHOOL	010	$598.56
26003061	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT	Student Services	010	$1,615.48
26003062	TACHIAN, TAMAR	REIMBURSEMENT TO AIDE FOR FOOD FOR EVENT; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$341.90
26003063	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; TITLE III FUNDS	BURBANK HIGH SCHOOL	010	$8,077.40
26003064	FLITE TEST, LLC	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$245.24
26003065	QUITERIO, CINDY	REIMBURSEMENT TO HR SUPERVISOR FOR CONFERENCE FEES	SUPERINTENDENT ´S OFFICE	010	$786.31
26003066	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$352.97
26003067	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$9,668.08
26003068	BEACON SALES ACQUISITION, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$585.92
26003069	RUSSELL SIGLER INC	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,088.48
26003070	STONE, LESLEY-ANNE	REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; FRC ELEMENTARY FUNDS	EMERSON ELEMENTARY	010	$351.83
26003071	FLOSI, LAURA	2025-2026 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,445.00
26003072	DEMCO INC	LIBRARY SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$1,443.02
26003073	SWEETWATER SOUND INC	SOFTWARE LICENSE; MUSIC IS INSTRUMENTAL FUNDS	INSTRUCTIONAL SERVICES	010	$1,835.94
26003074	TEXTBOOK WAREHOUSE INC	BOOKS	JOHN BURROUGHS HIGH SCHOOL	010	$433.16
26003075	ECOLAB	CUSTODIAL SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$536.81
26003076	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$202.48
26003077	CI SOLUTIONS	SOFTWARE LICENSES AND SUPPORT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,774.00
26003078	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$291.76
26003079	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; AMS FUNDS	DISNEY ELEMENTARY	010	$154.77
26003080	SOUTHWEST SCHOOL & OFFICE SUPPLY	2025-26 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	INSTRUCTIONAL SERVICES	010	$30,000.00

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
26003081	TREERING CORPORATION	YEARBOOKS; FRC ELEMENTARY FUNDS	EDISON ELEMENTARY	010	$2,838.59
26003082	FLITE TEST, LLC	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$245.24
26003083	MENDEZ, GERARDO	REIMBURSEMENT TO TEACHER FOR CONFERENCE ATTENDING COSTS; CTIG PROGRAM FUNDS	INSTRUCTIONAL SERVICES	010	$506.59
26003084	MACIAS, SANDRA	REIMBURSEMENT TO TEACHER FOR ATTENDING A COMPETITION; CTIG PROGRAM FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$288.65
26003085	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; AMS FUNDS	MUIR MIDDLE SCHOOL	010	$929.90
26003086	HEALTH CONNECTED	BOOKS; LOTTERY FUNDS	MUIR MIDDLE SCHOOL	010	$1,077.38
26003087	HOUGHTON MIFFLIN HARCOURT SCHOOL DIVISION	TEXTBOOKS; BOARD ADOPTED 4/21/16	DISNEY ELEMENTARY	010	$2,435.23
26003088	BENCHMARK EDUCATION COMPANY	TEXTBOOKS; LOTTERY FUNDS; BOARD ADOPTED 4/21/16	DISNEY ELEMENTARY	010	$8,726.90
26003089	AQUARIUM OF THE PACIFIC	FIELD TRIP ADMISSION; AQUARIUM OF THE PACIFIC; PTA FUNDS	PROVIDENCIA ELEMENTARY	010	$1,042.00
26003090	INSTRU-MEND	INSTRUMENT REPAIR; ACCOUNTS RECEIVABLE	MUIR MIDDLE SCHOOL	010	$1,650.00
26003091	LIVE UP, INC.	MUSIC EQUIPMENT AND SUPPLIES; AMS FUNDS	MUIR MIDDLE SCHOOL	010	$346.82
26003092	EVERYDAY SPEECH LLC	SOFTWARE LICENSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/18/26	SPECIAL EDUCATION	010	$8,099.85
26003093	BEST BUY GOV LLC	CLASSROOM EQUIPMENT; ACCOUNTS RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$3,825.46
26003094	APPLE COMPUTER ED SALES	CLASSROOM SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$554.14
26003095	HERFF JONES, INC.	GRADUATION SUPPLIES	BURBANK HIGH SCHOOL	010	$3,948.83
26003096	DIGI-BLOCK, INC.	CLASSROOM SUPPLIES; TITLE I FUNDS	EMERSON ELEMENTARY	010	$8,675.38
26003097	JPMORGAN CHASE BANK	CLASSROOM SUPPLIES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$55.26
26003098	VARGAS, THERESA	REIMBURSEMENT TO TEACHER FOR CONFERENCE; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$129.00
26003099	SWEETWATER SOUND INC	MUSICAL EQUIPMENT	BURBANK HIGH SCHOOL	010	$2,456.19
26003101	AMAZON CAPITAL SERVICES	BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$773.50
26003102	POCKET NURSE	CLASSROOM EQUIPMENT; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$6,444.02
26003105	PIERCE, EMILY	REIMBURSEMENT TO TEACHER FOR MEMBERSHIP FEES	JOHN BURROUGHS HIGH SCHOOL	010	$119.88
26003106	2 GUYS TERMITE, INC.	TERMITE INSPECTION AND TREATMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$980.00
26003107	MARIPOSA TREE MANAGEMENT INC	TREE REMOVAL AT BRET HARTE ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,685.00

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 04/14/2026 & 04/27/2026

PO Number	Vendor	Description	Site	Fund	Total Amount
		PO Count:	**212**	**Total:**	**$4,441,778.83**

Printed between 04/14/2026 & 04/27/2026

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	196	$4,250,653.11
110	Adult Education Fund	9	$85,174.65
130	Cafeteria Fund	3	$9,802.41
210	Building Fund	1	$92,006.00
213	Building Fund - 3rd Issuance	1	$2,000.00
250	Capital Facilities Fund	2	$697.66
670	Self Insurance Fund	1	$1,445.00
		Total:	**$4,441,778.83**

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.
26000046
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
C. HARTUNG/ILYA/NOGUERA/CTE

PO Date: 06/02/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE P.O. # 26000046 BY $20,000 FOR A REVISED TOTAL OF $29,000 DUE TO OUTFITTING TWO CLASSROOMS FOR THE VOCATIONAL NURSING PROGRAM, AS PER R0003473. ********** CHANGE ORDER #1: INCREASE BY BY $4,000.00 FOR A REVISED TOTAL OF $9,000.00 AS PER R0000593 ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 5:00 PM, TO BURBANK ADULT SCHOOL ATTN: CORY HARTUNG 3811 W ALLAN AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER:	20,000.00	20,000.00
2	1	CO		4,000.00	4,000.00
3	1	LOT		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	$ 29,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 29,000.00

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.
26000215
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MC KINLEY ELEMENTARY
349 W. VALENCIA AVE
BURBANK, CA 91506-3309

For: MC KINLEY ELEMENTARY
MANOUKI/MCKINLEY/SUPPLIES

PO Date: 06/10/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER TO INCREASE P.O. # 26000215 BY $3000 FOR A REVISED TOTAL OF $5000 DUE TO ITEMS NEEDED, AS PER R0003391. **********	3,000.00	3,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $1,000.00 FOR A REVISED TOTAL OF $2,000.00 DUE TO NEEDING TO PURCHASE ADDITONAL MATERIALS FOR PROFESSIONAL DEVELOPMENT AND ADDITONAL PRIZES FOR PBIS. **********	1,000.00	1,000.00
3	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO MCKINLEY ELEMENTARY SCHOOL ATTN: RENEH MANOUKI 349 WEST VALENCIA AVE BURBANK, CA 91506	1,000.00	1,000.00

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	$ 5,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 5,000.00

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.
26000216
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MC KINLEY ELEMENTARY
349 W. VALENCIA AVE
BURBANK, CA 91506-3309

For: MC KINLEY ELEMENTARY
M. WHITE/MCKINLEY/SUPPLIES

PO Date: 06/10/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE P.O. # 26000216 BY $3,000.00 FOR A REVISED TOTAL OF $6000 DUE TO ITEMS NEEDED, AS PER R0003389. **********	3,000.00	3,000.00
2	1	CO	CHANGE ORDER #1: INCREASE BY $2000.00 FOR A REVISED TOTAL OF $3000.00 DUE TO NEED FOR MORE PURCHASES AS PER R0001813. **********	2,000.00	2,000.00
3	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1,000 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO MCKINLEY ELEMENTARY SCHOOL ATTN: RENEH MANOUKI 349 WEST VALENCIA AVE BURBANK, CA 91506	1,000.00	1,000.00

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:

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.
26000219
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
MILLER ELEMENTARY
720 E. PROVIDENCIA AVE.
BURBANK, CA 91501-2499

For: MILLER ELEMENTARY
G. TANNER/for Supplies for New School Year

PO Date: 06/11/2025 **Deliver By:** 07/01/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #5: INCREASE P.O. #26000219 BY $285.00 FOR A REVISED TOTAL OF $13535.00 DUE TO SUPPLIES FOR OPEN HOUSE, AS PER R0003406. ********** CHANGE ORDER #4: INCREASE P.O. # 2600219 BY $2,000.00 FOR A REVISED TOTAL OF $13,250.00 DUE TO NEED TO PURCHASE MORE SUPPLIES FOR TEACHERS AND STOCK, AS PER R0003239. ********** CHANGE ORDER #3: INCREASE BY $5000.00 FOR A REVISED TOTAL OF $11,250.00 AS PER R0001318 DUE TO NEED TO PURCASE MORE CLASSROOM SUPPLIES AND STOCK ********** CHANGE ORDER #2: INCREASE BY $1050.00 FOR A REVISED TOTAL OF $6250.00 AS PER R0001317, DUE TO AMAZON BLANKET WAS ORIGINALLY CREATED FOR GENERAL SUPPLIES. THIS INCREASE COVERS MONIES SPENT BY TEACHERS FOR THEIR APEX INCENTIVE. IT IS BEING INCREASED TO REPLENISH THE AMAZON BLANKET FOR FUTURE ********** CHANGE ODER #1: INCREASE BY $200 FOR A REVISED TOTAL OF $5200.00 AS PER R0001241, DUE TO PURCHASE SUPPLIES THAT WERE NOT INITIALLY ACCOUNTED FOR WITH THE GRADE LEVEL ORDERS.	285.00 2,000.00 5,000.00 1,050.00 200.00	285.00 2,000.00 5,000.00 1,050.00 200.00

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	$ 13,535.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 13,535.00

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.
26000378
Show this number on invoices, packages and correspondence.

VENDOR

NTT AMERICA INC
(PREVIOUSLY: DIMENSION DATA AND NEXUS)
8300 E MAPLEWOOD AVE, SUITE 400
GREENWOOD VILLAGE, CO 80111

Phone: (626) 945-1200 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
TECHNOLOGY SERVICES
510 S. SHELTON ST.
BURBANK, CA 91506-2818

For: TECHNOLOGY SERVICES
L. Moya/Tech Department

PO Date: 07/01/2025 **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: AS PER REQ R0003274, INCREASE BY $ 3,520.56 FOR A REVISED TOTAL OF $87,616.56 TO COVER FEES FOR MAY AND JUNE, DUE TO RENEWAL OF CONTRACT AND LICENSE COST INCREASE. *BOARD APPROVED 4/9/26 **********	3,520.56	3,520.56
2	12	EA	A-FLEX-EAPL - ENTW ON-PREMISES CALLING SUBSCRIPTION TERM 36 MONTHS (2024 - 2026) TERM: 12 MONTHS (JULY 1, 2025 - JUNE 30,2026) QTY: 1600 LICENSES @ $4.38 EACH PER MONTH ($7,008/MO) YEAR 3 OF 3 YEAR CONTRACT ********** REFERENCE QUOTE #3954045.2 BOARD APPROVED: 6/18/25 (LICENSE LIST) *** SPECIAL INSTRUCTIONS *** * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL	7,008.00	84,096.00

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	$ 87,616.56
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 87,616.56

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.
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 #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. BOARD APPROVED 4/9/26 **********	66,000.00	66,000.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND LINGUABEE, CONSULTANT, FOR THE FOLLOWING SERVICES: CONSULTANT WILL PROVIDE INTERPRETERS/TRANSLATORS FOR DHH SPECIAL EDUCATION STUDENTS. CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $175,000. PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ MULTIPLE PAYMENTS CONSULTANT WILL PROVIDE INVOICES MONTHLY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 07/01/2025 THROUGH 06/30/2026. BOARD APPROVAL DATE: 06/18/2025	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	$ 241,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 241,000.00

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.
26000886
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
ROOSEVELT ELEMENTARY
850 N. CORDOVA ST.
BURBANK, CA 91505-2923

For: ROOSEVELT ELEMENTARY
M. KANOHO/SCHOOL OFFICE SUPPLIES/MARISSA

PO Date: 09/03/2025 **Deliver By:** 09/03/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE P.O. # 26000886 BY $1,000.00 FOR A REVISED TOTAL OF $11,000.00 DUE TO need for School Supplies, AS PER R0003513. ********** CHANGE ORDER #1: INCREASE BY $5,000.00 FOR A REVISED TOTAL OF $10,000.00 DUE TO THE NEED TO PURCHASE SCHOOL SUPPLIES AS PER R0001619. ********** >>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $5,000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO ROOSEVELT ELEMENTARY ATTN: MARISSA KANOHO 850 N. ROSEMARY LANE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER:	1,000.00	1,000.00
2	1	CO		5,000.00	5,000.00
3	1	LOT		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	$ 11,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 11,000.00

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.
26000966
Show this number on invoices, packages and correspondence.

VENDOR

ALPHA INTERPRETING AGENCY, CORP.
1136 MILLBROOK RD
CORONA, CA 92880

Phone: (310) 220-9655 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
PERSONNEL SERVICES
1900 WEST OLIVE ST.
BURBANK, CA 91506-2460

For: PERSONNEL SERVICES
L. TRAMMEL/HUMAN RESOURCES SERVICES

PO Date: 09/11/2025 **Deliver By:** 09/04/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE P.O. # 26000966 BY $35,000.00 FOR A REVISED TOTAL OF $125,000.00 DUE TO PAY INVOICES FOR INTERPRETERS, AS PER R0002940. BOARD APPROVED 4/9/26 **********	35,000.00	35,000.00
2	1	LOT	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND ALPHA INTERPRETING AGENCY, CORP, CONSULTANT, FOR THE FOLLOWING SERVICES: PROVIDING DHH INTERPRETING SERVICES FOR SPECIAL EDUCATION STUDENTS CONSULTANT AGREES TO PERFORM SERVICES FOR A TOTAL NOT TO EXCEED $90,000 PAYMENTS TO BE MADE ACCORDING TO THE FOLLOWING SCHEDULE: _X__ MULTIPLE PAYMENTS BILLING MONTHLY THE TERM OF THIS AGREEMENT IS FOR THE PERIOD OF 08/01/2025 THROUGH 06/30/2026. BOARD APPROVAL DATE: 08/21/2025	90,000.00	90,000.00

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.**

Contract Number
BOARD APPROVED 8/21/2025

SUB TOTAL	$ 125,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 125,000.00

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.
26001231
Show this number on invoices, packages and correspondence.

LOZANO SMITH

Vendor# 008860

VENDOR

LOZANO SMITH
7404 NORTH SPALDING
FRESNO, CA 93720-3370

Phone: (559) 431-5600 **Fax:** (559) 261-9366

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BUSINESS OFFICE
1900 WEST OLIVE AVE.
BURBANK, CA 91506-2460

For: FISCAL SERVICES
ADAMS/BUSINESS OFFICE

PO Date: 10/06/2025 **Requested Delivery:** 09/19/2025 **Buyer Name:** David Gerharter **Req#** R0001212

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDERE #2, INCREASE BY $100,000.00 FOR A REVISED TOTAL OF $503,000.00 AS PER REQ R0003408 UNEXPECTED COSTS FOR ONGOING CASES BOARD APPROVED APRIL 9, 2026 **INCREASE ENCUMBRANCE TO ACCOUNT 010-00000-0-00000-72000-5820-740-0000-0000 ONLY** ********** CO CHANGE ORDER #1: REALLOCATE FUNDING DISTRIBUTION ********** PER REQUEST FROM TERRI RAMIREZ ADAMS AND APROVED BY DR. JASON HASTY, ON 1/12/26: REDUCE AMOUNT FUNDED BY STRING 010-65000-0-50010-21000-5820-744-0000-0000 (SPECIAL EDUCATION) BY $150.000.00 AND INCREASE AMOUNT FUNDED BY STRING 010-00000-0-00000-72000-5820-740-0000-0000 (SUPERINTENDENT) BY $150,000.00 NO CHANGE IN ENCUMBRANCE **********	100,000.00	100,000.00
2	1	EA	AGREEMENT BETWEEN THE BURBANK UNIFIED SCHOOL DISTRICT AND LOZANO SMITH FOR THE FOLLOWING PROFESSIONAL SERVICES:	403,000.00	403,000.00

ACCOUNT NUMBER	AMOUNT
010-00000-0-00000-72000-5820-740-0000-0000	$388,000.00
010-65000-0-50010-21000-5820-744-0000-0000	$113,000.00
213-00000-0-92000-85000-5820-740-0000-0000	$2,000.00

Professional Services

SUB TOTAL	$ 503,000.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 503,000.00

(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.
26001287
Show this number on invoices, packages and correspondence.

VENDOR

SCHOOL ZONE TRANSPORTATION, INC
10680 ILEX AVE
PACOIMA, CA 91331

Phone: (818) 647-2896 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DOLORES HUERTA MIDDLE SCHOOL
420 S. MARIPOSA ST.
BURBANK, CA 91506-2895

For: DOLORES HUERTA MIDDLE SCHOOL
BURKHART / GRAD NIGHT

PO Date: 10/10/2025 **Deliver By:** 05/08/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: REDUCE PO BY $1,200.00 FOR A REVISED TOTAL OF $6,000.00 AS PER REQ R0003384. THE NUMBER OF BUSES WAS REDUCED FROM 6 TO 5.	-1,200.00	-1,200.00
2	1	EA	STUDENT TRANSPORTATION FOR DOLORES HUERTA SCHOOL (GR 8) TO MAGIC MOUNTIAN LOCATED AT26101 MAGIC MOUNTAIN PKWY, VALENCIA CA 91355 ON FRIDAY MAY 8TH, 2026 ********** DO NOT DUPLICATE; SERVICE ALREADY REQUESTED REFERENCE QUOTE/CONFIRMATION/INVOICE #BSD202563 *** SPECIAL INSTRUCTIONS *** * ANY VEHICLE USED FOR STUDENT TRANSPORTATION MUST BE A SCHOOL BUS OR A SPAB-CERTIFIED VEHICLE. THE SPAB CERTIFICATION FOR BOTH THE VEHICLE AND DRIVER MUST BE AVAILABLE FOR INSPECTION. * CURRENT CERTIFICATE OF LIABILITY INSURANCE ON FILE IN PURCHASING SERVICES.	7,200.00	7,200.00

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:

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.
26001463
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WASHINGTON ELEMENTARY
2322 N. LINCOLN ST.
BURBANK, CA 91504-2625

For: WASHINGTON ELEMENTARY
LAURA VINYARD/BAEF/ART SUPPLIES 25-26

PO Date: 10/29/2025 **Deliver By:** 10/29/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE P.O. #26001463 BY $500.00 FOR A REVISED TOTAL OF $1,550.00 DUE TO the need to order more supplies, as per R0003349. **********	500.00	500.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1,050.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO (GEORGE WASHINGTON ELEMENTARY) ATTN: (LAURA VINYARD) (2322 N. LINCOLN AVE.) BURBANK, CA 91504 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO _____ WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, NOTE RECEIPT OF ALL ITEMS IN YOUR AMAZON ACCOUNT AND SNED A BUDGET TRANSFER REQUEST SHOULD YOU NEED TO CHARGE THIS ORDER TO A DIFFERENT EXPENSE ACCOUNT.	1,050.00	1,050.00

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	$ 1,550.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,550.00

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.
26001709
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
WASHINGTON ELEMENTARY
2322 N. LINCOLN ST.
BURBANK, CA 91504-2625

For: WASHINGTON ELEMENTARY
C. DOOMANIS/CD/Vinyard - PFC Supplies Blanket

PO Date: 11/26/2025 **Deliver By:** 11/26/2025 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #2: INCREASE P.O. # 26001709 BY $1,300.00 FOR A REVISED TOTAL OF $1690.00 DUE TO supplies needed for fundraising and upcoming events. PFC meeting minute approvals attached, AS PER R0003565. ********** CHANGE ORDER #1: INCREASE BY $40.00 FOR A REVISED TOTAL OF $390.00 AS PER R0002184. NEED ADDITIONAL FUNDRAISER SUPPLIES **********	1,300.00	1,300.00
2	1	CO		40.00	40.00
3	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 7/1/2025 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $350.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 3:00 PM, TO George Washington Elementary ATTN: Cherie Doomanis 2322 N Lincoln St BURBANK, CA 91504	350.00	350.00

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	$ 1,690.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,690.00

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.
26001775
Show this number on invoices, packages and correspondence.

VENDOR

PALI INSTITUTE
ATTN: RELATIONSHIP DIRECTOR
PO BOX 2237
RUNNING SPRINGS, CA 92382

Phone: (909) 939-0888 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
EDISON ELEMENTARY
2110 W. CHESTNUT ST.
BURBANK, CA 91506-1520

For: EDISON ELEMENTARY
GETZ/5th GRADE OSS TRIP 2026

PO Date: 12/08/2025 **Deliver By:** 12/12/2025 **Buyer Name:** Terri Harvey

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE P.O. # 26001775 BY $13,842.50 FOR A REVISED TOTAL OF $15.342.50 AS PER REQ R0003471. THIS INCREASE IS NEEDED DUE TO 2nd deposit due 6/16/2026. **********	13,842.50	13,842.50
2	1	EACH	STUDENT ADMISSION FOR FIELD TRIP - DESTINATION NAME:PALI INSTITUTE - PROGRAM NAME:OUTDOOR SCIENCE SCHOOL - DESTINATION ADDRESS:30775 CA-18, RUNNING SPRINGS, CA 92382 - DATE AND TIME:10/14/2026-10/16/2026 - SCHOOL NAME:EDISON ELEMENTARY - GRADE LEVEL:5 - GROUP LEADER:RACHEL ZONSHINE - GROUP LEADER PHONE AND EMAIL:RACHELZONSHINE@BURBANKUSD.ORG - NUMBER OF STUDENTS:71 - NUMBER OF TEACHERS:3 - NUMBER OF ADULTS:4 - TRIP QUOTE/CONFIRMATION/INVOICE #:29472 THIS REQUISTION COVERS (SELECT ONE ONLY): _X_ DEPOSIT ONLY; DUE DATE:_1/02/2026__ __ DEPOSIT AND BALANCE; DUE DATES: ___ & ___ __ BALANCE ONLY (DEPOSIT ALREADY PAID); DUE DATE: ___	1,500.00	1,500.00

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	$ 15,342.50
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 15,342.50

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.
26002026
Show this number on invoices, packages and correspondence.

VENDOR

DEPARTMENT OF INDUSTRIAL RELATIONS
PAYMENT PROCESSING CENTER
PO BOX 511232
LOS ANGELES, CA 90051-3030

Phone: (626) 471-6911 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
VARIOUS SITES

For: FACILITIES SERVICES
HOY / PETRIE

PO Date: 01/09/2026 **Deliver By:** 01/01/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE BY $925.00 FOR A REVISED TOTAL $1,850.00 OF AS PER REQ R0002674. **********	925.00	925.00
2	1	EA	CONVEYANCE INSPECTION INVOICE #E2233124 MR DISNEY ELEMENTARY; CONVEYANCE #189683 (ELEV 1)	225.00	225.00
3	1	EA	CONVEYANCE INSPECTION INVOICE #E2233703 MR JBHS; CONVEYANCE #134604 (BAND)	125.00	125.00
4	1	EA	CONVEYANCE INSPECTION INVOICE #E2233707 MR JBHS; CONVEYANCE #110593 (#1-OLD)	225.00	225.00
5	1	EA	CONVEYANCE INSPECTION INVOICE #E2233705 MR JBHS; CONVEYANCE #134712 (W-AIUD)	125.00	125.00
6	1	EA	CONVEYANCE INSPECTION INVOICE #E2229531 MR JBHS; CONVEYANCE #127789 (BLD2E)	225.00	225.00

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	$ 1,850.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,850.00

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.
26002103
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
LUTHER BURBANK MIDDLE SCHOOL
3700 W. JEFFRIES AVE.
BURBANK, CA 91505-1896

For: LUTHER BURBANK MIDDLE SCHOOL
SAL J.

PO Date: 01/20/2026 **Deliver By:** 01/20/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE P.O. # 26002103 BY $5000.00 FOR A REVISED TOTAL OF $6000.00 DUE TO INCREASE IN USE OF AMAZON BY TITLE COORDINATOR AND TEACHERS, AS PER R0003566. **********	5,000.00	5,000.00
2	1	LOT	>>> 2025 - 2026 BLANKET ORDER <<< BLANKET ORDER TO COVER THE COST OF SUPPLIES AND MATERIALS, NOT EQUIPMENT, TO BE ORDERED ONLINE ON AN "AS NEEDED" BASIS, EFFECTIVE 1/1/2026 THROUGH 6/30/2026. TOTAL AMOUNT OF THIS ORDER IS NOT TO EXCEED $1000.00 (INCLUDING TAX & SHIPPING) ALL ORDERS TO BE DELIVERED, MONDAY-FRIDAY, 8:00 AM TO 4:00 PM, TO LUTHER BURBANK MIDDLE SCHOOL ATTN: SAL JIMENEZ 3700 WEST JEFFRIES AVE BURBANK, CA 91505 INSTRUCTIONS TO AMAZON USER: SELECT BLANKET PO 26002103 WHEN CHECKING OUT A CART ON AMAZON. UPON RECEIPT OF THE ORDER, COMPLETE A RECEIVING REPORT AND SUBMIT TO ACCOUNTS PAYABLE.	1,000.00	1,000.00

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:

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.
26002238
Show this number on invoices, packages and correspondence.

VENDOR

SCHOOL ZONE TRANSPORTATION, INC
10680 ILEX AVE
PACOIMA, CA 91331

Phone: (818) 647-2896 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DOLORES HUERTA MIDDLE SCHOOL
420 S. MARIPOSA ST.
BURBANK, CA 91506-2895

For: DOLORES HUERTA MIDDLE SCHOOL
LURIE / SOLOW

PO Date: 01/30/2026 **Deliver By:** 03/28/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE PO BY $105.00 FOR A REVISED TOTAL OF $981.00. INCREASE IS DUE TO 1HR 10 MIN OVERTIME.	105.00	105.00
2	1	EA	STUDENT TRANSPORTATION FOR DOLORES HUERTA SCHOOL (GR 6-8) TO ANAHEIM HIGH SCHOOL LOCATED AT 811 W LINCOLN AVE, ANAHEIM 92805 ON SATURDAY MARCH 28, 2026 ********** DO NOT DUPLICATE; SERVICE ALREADY REQUESTED REFERENCE QUOTE #BSD202607 DATED 1/22/26 ***FOR DHMS ASB VMA*** *** SPECIAL INSTRUCTIONS *** * ANY VEHICLE USED FOR STUDENT TRANSPORTATION MUST BE A SCHOOL BUS OR A SPAB-CERTIFIED VEHICLE. THE SPAB CERTIFICATION FOR BOTH THE VEHICLE AND DRIVER MUST BE AVAILABLE FOR INSPECTION. * CURRENT CERTIFICATE OF LIABILITY INSURANCE ON FILE IN PURCHASING SERVICES. * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL	876.00	876.00

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	$ 981.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 981.00

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.
26002238
Show this number on invoices, packages and correspondence.

VENDOR

SCHOOL ZONE TRANSPORTATION, INC
10680 ILEX AVE
PACOIMA, CA 91331

Phone: (818) 647-2896 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
DOLORES HUERTA MIDDLE SCHOOL
420 S. MARIPOSA ST.
BURBANK, CA 91506-2895

For: DOLORES HUERTA MIDDLE SCHOOL
LURIE / SOLOW

PO Date: 01/30/2026 **Deliver By:** 03/28/2026 **Buyer Name:** David Gerharter

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE PO BY $105.00 FOR A REVISED TOTAL OF $981.00. INCREASE IS DUE TO 1HR 10 MIN OVERTIME.	105.00	105.00
2	1	EA	STUDENT TRANSPORTATION FOR DOLORES HUERTA SCHOOL (GR 6-8) TO ANAHEIM HIGH SCHOOL LOCATED AT 811 W LINCOLN AVE, ANAHEIM 92805 ON SATURDAY MARCH 28, 2026 ********** DO NOT DUPLICATE; SERVICE ALREADY REQUESTED REFERENCE QUOTE #BSD202607 DATED 1/22/26 ***FOR DHMS ASB VMA*** *** SPECIAL INSTRUCTIONS *** * ANY VEHICLE USED FOR STUDENT TRANSPORTATION MUST BE A SCHOOL BUS OR A SPAB-CERTIFIED VEHICLE. THE SPAB CERTIFICATION FOR BOTH THE VEHICLE AND DRIVER MUST BE AVAILABLE FOR INSPECTION. * CURRENT CERTIFICATE OF LIABILITY INSURANCE ON FILE IN PURCHASING SERVICES. * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL	876.00	876.00

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	$ 981.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 981.00

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.
26002698
Show this number on invoices, packages and correspondence.

VENDOR

AMAZON CAPITAL SERVICES
PO BOX 035184
SEATTLE, WA 98124-5184

Phone: (206) 435-3958 **Fax:**

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
BURBANK ADULT SCHOOL
3811 W. ALLAN AVE.
BURBANK, CA 91505-1897

For: BURBANK ADULT SCHOOL
C. HARTUNG/NOGUERA/LERNER/ESL

PO Date: 03/23/2026 **Deliver By:** 03/23/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
			CHANGE ORDER #1: REFUND ITEM #1		
			**********		
1	2	EA	Sony 85 Inch Mini LED QLED 4K Ultra HD TV BRAVIA 9 Smart Google TV with Dolby Vision HDR and Exclusive Features for PlayStation 5 (K-85XR90) ASSET TAG (WHITE) #: _____ S/N: _____ ROOM #: _____ ASSET TAG (WHITE) #: _____ S/N: _____ ROOM #: _____	2,810.99	5,621.98
2	2	EA	CA E-waste	6.00	12.00
			**********		
3	1	EA	113-7906461-1805821 * REFUND for 1 out of 2 of item #1: Sony 85 Inch Mini LED QLED 4K Ultra HD TV	-2,810.99	-2,810.99

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	$ 2,822.99
SALES TAX	$ 295.15
SHIPPING	$-3.00
TOTAL	$ 3,115.14

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.
26002719
Show this number on invoices, packages and correspondence.

VENDOR

LION EXPRESS
1773 W. SAN BERNARDINO RD. #A1
WEST COVINA, CA 91790

Phone: (626) 338-0888 **Fax:** (626) 338-5888

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
JOHN BURROUGHS HIGH SCHOOL
1920 W. CLARK AVE.
BURBANK, CA 91506-1999

For: JOHN BURROUGHS HIGH SCHOOL
JBHS - SPORTS - LION EXPRESS QUOTE 46442

PO Date: 03/24/2026 **Deliver By:** 03/24/2026 **Buyer Name:** Terri Harvey

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER #1: INCREASE PO BY $331.25 FOR A REVISED TOTAL OF $1,656.25 AS PER REQ R0003292. ADDITIONAL CHARGES ARE TO COVER OVERTIME.	331.25	331.25
2	1	LOT	STUDENT TRANSPORTATION FOR JBHS GIRLS BASKETBALL TO AZUSA PACIFIC EAST CAMPUS AT 901. E. ALOSTA AVE. AZUSA CA, 91702 ON FEB. 28, 2026 ********** DO NOT DUPLICATE; SERVICE ALREADY REQUESTED REFERENCE QUOTE/CONFIRMATION/INVOICE #46442 *** SPECIAL INSTRUCTIONS *** * ANY VEHICLE USED FOR STUDENT TRANSPORTATION MUST BE A SCHOOL BUS OR A SPAB-CERTIFIED VEHICLE. THE SPAB CERTIFICATION FOR BOTH THE VEHICLE AND DRIVER MUST BE AVAILABLE FOR INSPECTION. * CURRENT CERTIFICATE OF LIABILITY INSURANCE ON FILE IN PURCHASING SERVICES. * VENDOR: FOR PROMPT PAYMENT, BILL TO: APINVOICES@BURBANKUSD.ORG * PLEASE NOTE: WE ARE NO LONGER ACCEPTING HARD COPY INVOICES SENT BY MAIL	1,325.00	1,325.00

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	$ 1,656.25
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 1,656.25

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.
26002724
Show this number on invoices, packages and correspondence.

VENDOR

QUAVERED INC.
55 MUSIC SQUARE WEST
NASHVILLE, TN 37203

Phone: (866) 917-3633 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
1900 WEST OLIVE AVE
BURBANK, CA 91506-2460

For: INSTRUCTIONAL SERVICES
DIAZ/FLYNN/FILICHIA/ELEM MUSIC

PO Date: 03/25/2026 **Deliver By:** 04/01/2026 **Buyer Name:** Terri Harvey

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	CO	CHANGE ORDER TO INCREASE P.O. # 26002724 BY $10,200.00 FOR A REVISED TOTAL OF $22,800.00 AS PER REQ R0003575. CHANGE DUE TO NEW AGREEMENT THAT INCLUDES ACCESS FOR ALL K-5 STUDENTS, PREVIOUS INCLUDED 6 SCHOOLS ONLY. BOARD APPROVED: 4/16/26	10,200.00	10,200.00
		EACH	LICENSE NAME: Quaver Music LINK TO WEBPAGE FOR SPECIFIC LICENSE: quavered.com TERM START DATE:04/01/2026 TERM EXPIRATION DATE: 03/31/2029 END USER EMAIL: Barbarafilichia@burbankusd.org (THE PERSON WHO THE LICENSE SHOULD BE SENT TO OR THE ACCOUNT ADMINISTRATOR) WILL STUDENTS USE THIS SOFTWARE TOO? (YES or NO) Yes IS THIS A RENEWAL? (YES OR NO) No PENDING BOARD APPROVAL: 3/26/26		
2	2	EACH	General Music Curriculum - Grade PreK, 3-Year License	900.00	1,800.00
3	2	EACH	CALIFORNIA Music Curriculum - Kindergarten, 3-Year License	900.00	1,800.00
4	2	EACH	CALIFORNIA Music Curriculum - Grade 1, 3-Year License	900.00	1,800.00
5	2	EACH	CALIFORNIA Music Curriculum - Grade 2, 3-Year License	900.00	1,800.00
6	2	EACH	CALIFORNIA Music Curriculum - Grade 3, 3-Year License	900.00	1,800.00
7	2	EACH	CALIFORNIA Music Curriculum - Grade 4, 3-Year License	900.00	1,800.00

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	$ 22,800.00
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 22,800.00

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.
26002775
Show this number on invoices, packages and correspondence.

VENDOR

BASECAMP SUPPLY CO.
5466 MEADOW VISTA WAY
AGOURA HILLS, CA 91301

Phone: (818) 648-9240 **Fax:** (818)

SHIP TO

BURBANK UNIFIED SCHOOL DISTRICT
STEVENSON ELEMENTARY
3333 OAK ST.
BURBANK, CA 91505-3514

For: STEVENSON ELEMENTARY
C. SALAS/Bascamp Stevenson Rocks Rental

PO Date: 03/31/2026 **Deliver By:** 04/05/2026 **Buyer Name:** Maro Bojolyan

ITEM NO.	QTY ORDERED	UNIT OF ISSUE	DESCRIPTION	UNIT PRICE	AMOUNT
		CO	CHANGE ORDER #1: ADD DELIVERY & PICKUP FEES		
			**********		
1	36		SANDBAG- 20LBS QTY: 36	3.00	108.00
2	4		EXTENSION CORD- 50' QTY: 4	5.00	20.00
3	3		EXTENSION CORD- 100' QTY: 3	6.00	18.00
4	8		POP UP- 10'X 10' QTY: 8	30.00	240.00
5	1		POP UP - 10'X 10' QTY: 1	50.00	50.00
6	1		DISCOUNT	-87.20	-87.20
7	1		* ADD * DELIVERY	100.00	100.00
8	1		* ADD * PICKUP	100.00	100.00
			**********		
			SEE REFERENCE ORDER FORM 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 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	$ 548.80
SALES TAX	$ 0.00
SHIPPING	$ 0.00
TOTAL	$ 548.80

BURBANK UNIFIED SCHOOL DISTRICT

Approved By:

Peter Knapik

VENDOR COPY

Burbank Unified School District
Fiscal Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Cheretta Wade, Administrative Secretary II, Business Services
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II, Business Services
DATE:	May 21, 2026
SUBJECT:	Warrants Report – April 1, 2026 through April 30, 2026

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 April 1, 2026, through April 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.

Fund Number	Fund Name	Total Amount
01	General Fund	$5,966,834.84
11	Adult Education Fund	$113,102.65
12	Child Development Fund	$27,031.29
13	Cafeteria Fund	$357,117.52
21	Building Fund	$256,025.28
40	Special Reserve Fund	$8,842.23
67	Self-Insurance Fund	$189,418.00
76	Warrant/Agency Clearing Fund	$513,762.65
	Total	**$7,432,134.46**

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)
$7,432,134.46

Recommendation:
It is recommended that the Board of Education approve the Warrant Report for the period April 1, 2026 through April 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	Payment Doc ID	Accounting Line No.	Fund	Sub-Fund	Resource	Project Year	Goal/Categorical	Function/Activity	Object	School Location/Dept	Line Amount
2 GUYS TERMITE	000000022702896	850.00	GAXI-7520000-000000280644-1	1	01	0	81500	0	00000	81100	5631	7520000	850.00
2 GUYS TERMITE, INC.	000000022719193	1,690.00	GAXI-7520000-000000281356-1	1	01	0	81500	0	00000	81100	5631	7520000	820.00
2 GUYS TERMITE, INC.	000000022719193	1,690.00	GAXI-7520000-000000281357-1	2	01	0	81500	0	00000	81100	5631	7520000	870.00
ACS CREATIVE LLC	000000022707294	3,000.00	GAXI-7440000-000000280954-1	1	01	0	65000	0	57602	11900	5850	7440000	3,000.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280513-1	1	01	0	65000	0	50010	21000	5820	7440000	121.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280514-1	2	01	0	65000	0	50010	21000	5820	7440000	924.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280515-1	3	01	0	65000	0	50010	21000	5820	7440000	1,617.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280516-1	4	01	0	65000	0	50010	21000	5820	7440000	770.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280517-1	5	01	0	65000	0	50010	21000	5820	7440000	2,338.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280519-1	6	01	0	65000	0	50010	21000	5820	7440000	47,961.16
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280520-1	7	01	0	65000	0	50010	21000	5820	7440000	749.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280522-1	8	01	0	65000	0	50010	21000	5820	7440000	1,165.50
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280524-1	9	01	0	65000	0	50010	21000	5820	7440000	1,724.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280525-1	10	01	0	65000	0	50010	21000	5820	7440000	335.50
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280527-1	11	01	0	65000	0	50010	21000	5820	7440000	2,076.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280529-1	12	01	0	65000	0	50010	21000	5820	7440000	563.50
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280531-1	13	01	0	65000	0	50010	21000	5820	7440000	792.00
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280533-1	14	01	0	65000	0	50010	21000	5820	7440000	808.50
ADAMS SILVA & MCNALLY LLP	000000022695430	62,750.66	GAXI-7440000-000000280535-1	15	01	0	65000	0	50010	21000	5820	7440000	805.50
AD ASTRA EDUCATION, LLC	000000022693067	1,448.67	GAXI-2160000-000000280479-1	1	01	0	30100	1	11100	10000	4210	2160000	1,448.67
ADI	000000022672326	113.09	GAXI-7520000-000000279778-1	1	01	0	81500	0	00000	81100	4310	7520000	113.09
ALEXANDRA SMITH	000000022721953	4,400.00	GAXI-2010000-000000281603-1	1	01	0	62660	0	47601	10000	5810	2010000	4,400.00
ALL PHASE ELECTRIC SUPPLY CO	000000022712028	754.70	GAXI-7520000-000000281086-1	2	01	0	81500	0	00000	81100	4310	7520000	359.13
ALL PHASE ELECTRIC SUPPLY CO	000000022712028	754.70	GAXI-7520000-000000281085-1	1	01	0	81500	0	00000	81100	4310	7520000	370.62
ALL PHASE ELECTRIC SUPPLY CO	000000022712028	754.70	GAXI-7520000-000000281087-1	3	01	0	81500	0	00000	81100	4310	7520000	24.95
ALL PHASE ELECTRIC SUPPLY CO	000000022672327	3,908.53	GAXI-7520000-000000279799-1	1	01	0	81500	0	00000	81100	4310	7520000	858.91
ALL PHASE ELECTRIC SUPPLY CO	000000022672327	3,908.53	GAXI-7520000-000000279801-1	2	01	0	81500	0	00000	81100	4310	7520000	1,823.25
ALL PHASE ELECTRIC SUPPLY CO	000000022672327	3,908.53	GAXI-7520000-000000279806-1	5	01	0	81500	0	00000	81100	4310	7520000	232.93
ALL PHASE ELECTRIC SUPPLY CO	000000022719194	519.32	GAXI-7520000-000000281365-1	1	01	0	81500	0	00000	81100	4310	7520000	115.36
ALL PHASE ELECTRIC SUPPLY CO	000000022672327	3,908.53	GAXI-7520000-000000279804-1	4	01	0	81500	0	00000	81100	4310	7520000	741.23
ALL PHASE ELECTRIC SUPPLY CO	000000022672327	3,908.53	GAXI-7520000-000000279803-1	3	01	0	81500	0	00000	81100	4310	7520000	252.21
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280512-1	5	01	0	81500	0	00000	81100	4310	7520000	-174.70
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280510-1	3	01	0	81500	0	00000	81100	4310	7520000	20.93
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280518-1	6	01	0	81500	0	00000	81100	4310	7520000	342.64
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280521-1	7	01	0	81500	0	00000	81100	4310	7520000	20.61
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280511-1	4	01	0	81500	0	00000	81100	4310	7520000	-20.93
ALL PHASE ELECTRIC SUPPLY CO	000000022681701	447.32	GAXI-7520000-000000280207-1	3	01	0	81500	0	00000	81100	4310	7520000	101.57
ALL PHASE ELECTRIC SUPPLY CO	000000022681701	447.32	GAXI-7520000-000000280205-1	1	01	0	81500	0	00000	81100	4310	7520000	33.42
ALL PHASE ELECTRIC SUPPLY CO	000000022681701	447.32	GAXI-7520000-000000280206-1	2	01	0	81500	0	00000	81100	4310	7520000	175.81
ALL PHASE ELECTRIC SUPPLY CO	000000022681701	447.32	GAXI-7520000-000000280208-1	4	01	0	81500	0	00000	81100	4310	7520000	90.46
ALL PHASE ELECTRIC SUPPLY CO	000000022681701	447.32	GAXI-7520000-000000280209-1	5	01	0	81500	0	00000	81100	4310	7520000	46.06
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280508-1	1	01	0	81500	0	00000	81100	4310	7520000	400.45
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280526-1	9	01	0	81500	0	00000	81100	4310	7520000	112.05
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280534-1	13	01	0	81500	0	00000	81100	4310	7520000	856.60
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280523-1	8	01	0	81500	0	00000	81100	4310	7520000	550.95
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280530-1	11	01	0	81500	0	00000	81100	4310	7520000	1,111.85
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280528-1	10	01	0	81500	0	00000	81100	4310	7520000	154.26
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280532-1	12	01	0	81500	0	00000	81100	4310	7520000	1,093.95
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280509-1	2	01	0	81500	0	00000	81100	4310	7520000	-400.45
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280536-1	14	01	0	81500	0	00000	81100	4310	7520000	52.92
ALL PHASE ELECTRIC SUPPLY CO	000000022693068	4,217.22	GAXI-7520000-000000280538-1	15	01	0	81500	0	00000	81100	4310	7520000	96.09
ALL PHASE ELECTRIC SUPPLY CO	000000022719194	519.32	GAXI-7520000-000000281371-1	4	01	0	81500	0	00000	81100	4310	7520000	282.85
ALL PHASE ELECTRIC SUPPLY CO	000000022719194	519.32	GAXI-7520000-000000281366-1	2	01	0	81500	0	00000	81100	4310	7520000	25.12
ALL PHASE ELECTRIC SUPPLY CO	000000022719194	519.32	GAXI-7520000-000000281369-1	3	01	0	81500	0	00000	81100	4310	7520000	95.99
ALL STAR ANIMAL TRAPPING	000000022672328	150.00	GAXI-7520000-000000279810-1	1	01	0	81500	0	00000	81100	5850	7520000	150.00
ALMANZAR-LEAL, CAROLINA	000000022686335	50.00	GAXI-4320000-000000280437-1	1	01	0	00000	0	11100	10000	4310	4320000	50.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281488-1	1	01	0	65000	0	57602	11901	5850	7440000	26,600.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281489-1	2	01	0	65000	0	57602	11901	5850	7440000	280.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281490-1	3	01	0	65000	0	57602	11901	5850	7440000	39,480.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281491-1	4	01	0	65000	0	57602	11901	5850	7440000	23,325.00

ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281492-1	5	01	0	65000	0	57602	11901	5850	7440000	29,975.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281496-1	9	01	0	65000	0	57602	11901	5850	7440000	34,177.50
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281495-1	8	01	0	65000	0	57602	11901	5850	7440000	25,630.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281494-1	7	01	0	65000	0	57602	11901	5850	7440000	41,252.50
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281493-1	6	01	0	65000	0	57602	11901	5850	7440000	280.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281499-1	12	01	0	65000	0	57602	11901	5850	7440000	26,200.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281497-1	10	01	0	65000	0	57602	11901	5850	7440000	35,305.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281500-1	13	01	0	65000	0	57602	11901	5850	7440000	1,135.00
ALPHA INTERPRETING AGENCY, CORP.	000000022719195	319,635.00	GAXI-7440000-000000281498-1	11	01	0	65000	0	57602	11901	5850	7440000	35,995.00
ALTERNATIVE LOGISTICS TECHNOLOGIES HOLDING, INC	000000022686336	7,123.35	GAXI-7440000-000000280349-1	1	01	0	07240	0	50010	36000	5812	7440000	7,123.35
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-3200000-000000280285-1	23	01	0	67700	1	11100	10000	4316	3200000	122.85
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5080000-000000280273-1	11	01	0	65000	0	57300	11100	4310	5080000	9.34
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5080000-000000280294-1	30	01	0	65000	0	57300	11100	4310	5080000	94.73
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2140000-000000280281-1	20	01	0	90201	0	11100	10000	4310	2140000	1,480.50
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2010000-000000280287-1	25	01	0	30100	2	11100	10000	4310	2010000	1,211.37
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2050000-000000280264-1	2	01	0	90870	0	11100	10000	4310	2050000	162.89
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-3200000-000000280313-1	39	01	0	00000	0	11100	10000	4310	3200000	177.47
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2010000-000000280759-1	9	01	0	90704	0	11100	10000	4310	2010000	155.86
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2050000-000000280284-1	22	01	0	65000	0	57602	11100	4310	2050000	96.02
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5330000-000000280263-1	1	01	0	65000	0	57602	11100	4310	5330000	74.91
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2100000-000000280851-1	29	01	0	00000	0	11100	10000	4310	2100000	363.25
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-7440000-000000280772-1	24	01	0	65200	0	57602	11100	4310	7440000	601.63
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-4320000-000000280760-1	10	01	0	00000	0	11100	10000	4310	4320000	1,021.97
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2060000-000000280752-1	2	01	0	00000	0	11100	10000	4310	2060000	82.83
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2060000-000000280754-1	4	01	0	90870	0	11100	10000	4310	2060000	862.54
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5300000-000000280295-1	31	01	0	00000	0	11100	10000	4310	5300000	79.04
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280276-1	14	01	0	00000	0	11100	10000	4310	2100000	529.68
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280276-1	15	01	0	90870	0	11100	10000	4310	2100000	54.53
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2030000-000000280852-1	30	01	0	00000	0	11100	10000	4310	2030000	49.58
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-5330000-000000280768-1	20	01	0	65000	0	57602	11100	4310	5330000	173.15
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2020000-000000280762-1	12	01	0	65000	0	57602	11100	4310	2020000	19.88
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-7420000-000000280755-1	5	01	0	26000	0	00000	31400	4410	7420000	224.94
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2030000-000000280271-1	9	01	0	67700	1	11100	10000	4310	2030000	82.30
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-7730000-000000280770-1	22	01	0	00000	0	00000	77000	4310	7730000	303.08
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-4320000-000000280305-1	35	01	0	00000	0	11100	10000	4310	4320000	298.44
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2050000-000000280268-1	6	01	0	90870	0	11100	10000	4310	2050000	108.64
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280289-1	27	01	0	00000	0	11100	10000	4310	2100000	431.86
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7470000-000000280282-1	21	01	0	00000	0	00000	72000	4310	7470000	67.76
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-4310000-000000280850-1	28	01	0	00000	0	11100	10000	4310	4310000	690.70
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2030000-000000280311-1	37	01	0	67700	1	11100	10000	4310	2030000	155.06
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-5080000-000000280774-1	26	01	0	65000	0	57300	11100	4310	5080000	115.69
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2020000-000000280317-1	41	01	0	00000	0	11100	10000	4310	2020000	21.97
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2010000-000000280312-1	38	01	0	30100	2	11100	10000	4310	2010000	86.27
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-2100000-000000280707-1	11	01	0	00000	0	11100	10000	4310	2100000	737.56
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-4320000-000000280681-1	10	01	0	00000	0	11100	10000	4210	4320000	12.29
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2160000-000000280773-1	25	01	0	30100	2	11100	10000	4310	2160000	176.81
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2030000-000000280307-1	36	01	0	00000	0	11100	10000	4310	2030000	116.08
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5080000-000000280278-1	17	01	0	65000	0	57300	11100	4310	5080000	76.47
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-3210000-000000280267-1	5	01	0	00000	0	11100	10000	4310	3210000	191.46
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-2050000-000000280676-1	5	01	0	00000	0	11100	10000	4310	2050000	91.70
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2010000-000000280751-1	1	01	0	30100	2	11100	10000	4310	2010000	167.95
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280280-1	19	01	0	00000	0	11100	10000	4310	2100000	259.90
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2020000-000000280297-1	33	01	0	00000	0	11100	10000	4310	2020000	80.62
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7550000-000000280266-1	4	01	0	00000	0	00000	72000	4310	7550000	46.21
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280767-1	19	01	0	90870	0	11100	10000	4310	2050000	38.73
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2160000-000000280265-1	3	01	0	90201	0	11100	10000	4310	2160000	553.35
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280756-1	6	01	0	90870	0	11100	10000	4310	2050000	5.03
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-7470000-000000280677-1	6	01	0	00000	0	00000	72000	4310	7470000	14.02
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280766-1	18	01	0	90870	0	11100	10000	4310	2050000	148.03
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-4310000-000000280277-1	16	01	0	00000	0	11100	10000	4310	4310000	532.90
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7440000-000000280275-1	13	01	0	95640	0	57602	11100	4310	7440000	129.26
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-3200000-000000280775-1	27	01	0	30100	2	11100	10000	4310	3200000	587.49

AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7520000-000000280286-1	24	01	0	81500	0	00000	81100	4310	7520000	387.31
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2050000-000000280274-1	12	01	0	90870	0	11100	10000	4310	2050000	63.96
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280296-1	32	01	0	00000	0	11100	10000	4310	2100000	417.35
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2010000-000000280757-1	7	01	0	90201	0	00000	24200	4310	2010000	90.49
AMAZON CAPITAL SERVICES	000000022693069	1,609.65	GAXI-4310000-000000280262-1	1	01	0	67700	2	11100	10000	4310	4310000	1,241.57
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2130000-000000280771-1	23	01	0	90201	0	11100	10000	4310	2130000	21.19
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280763-1	13	01	0	90870	0	11100	10000	4310	2050000	106.06
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280291-1	29	01	0	00000	0	11100	10000	4310	2100000	239.05
AMAZON CAPITAL SERVICES	000000022693069	1,609.65	GAXI-2130000-000000280283-1	2	01	0	90201	0	11100	10000	4310	2130000	368.08
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2160000-000000280269-1	7	01	0	65000	0	57602	11107	4210	2160000	225.01
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280753-1	3	01	0	90870	0	11100	10000	4310	2050000	112.75
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-5170000-000000280761-1	11	01	0	65000	0	57601	11100	4310	5170000	98.57
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5300000-000000280678-1	7	01	0	00000	0	11100	10000	4310	5300000	16.78
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-3200000-000000280270-1	8	01	0	30100	2	11100	10000	4310	3200000	93.24
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-3200000-000000280279-1	18	01	0	00000	0	11100	10000	4310	3200000	558.73
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2100000-000000280272-1	10	01	0	00000	0	11100	10000	4310	2100000	453.32
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2050000-000000280884-1	32	01	0	90870	0	11100	10000	4310	2050000	199.09
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2100000-000000280769-1	21	01	0	90870	0	11100	10000	4310	2100000	49.21
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-2050000-000000280288-1	26	01	0	90870	0	11100	10000	4310	2050000	90.46
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-4320000-000000280765-1	15	01	0	42010	1	47600	10000	4310	4320000	212.23
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-4320000-000000280765-1	16	01	0	42010	2	47600	10000	4310	4320000	288.45
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-4320000-000000280765-1	17	01	0	42010	0	47600	10000	4310	4320000	0.02
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2160000-000000280764-1	14	01	0	65000	0	57602	11107	4210	2160000	22.10
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-2100000-000000280758-1	8	01	0	00000	0	11100	10000	4310	2100000	259.46
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-2050000-000000280679-1	8	01	0	90870	0	11100	10000	4310	2050000	137.56
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280865-1	1	01	0	65000	0	57601	11804	5810	7440000	338.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280866-1	2	01	0	65000	0	57601	11804	5810	7440000	5,746.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280867-1	3	01	0	65000	0	57601	11804	5810	7440000	338.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280868-1	4	01	0	65000	0	57601	11804	5810	7440000	5,746.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280869-1	5	01	0	65000	0	57601	11804	5810	7440000	4,754.36
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280870-1	6	01	0	65000	0	57601	11804	5810	7440000	5,642.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280871-1	7	01	0	65000	0	57601	11804	5810	7440000	5,746.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280872-1	8	01	0	65000	0	57601	11804	5810	7440000	5,354.44
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280873-1	9	01	0	65000	0	57601	11804	5810	7440000	5,659.16
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280874-1	10	01	0	65000	0	57601	11804	5810	7440000	5,746.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280875-1	11	01	0	65000	0	57601	11804	5810	7440000	5,595.72
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280877-1	13	01	0	65000	0	57601	11804	5810	7440000	17,916.60
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280876-1	12	01	0	65000	0	57601	11804	5810	7440000	5,382.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280878-1	14	01	0	65000	0	57601	11804	5810	7440000	5,668.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280879-1	15	01	0	65000	0	57601	11804	5810	7440000	5,048.16
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280880-1	16	01	0	65000	0	57601	11804	5810	7440000	3,196.44
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280881-1	17	01	0	65000	0	57601	11804	5810	7440000	4,280.64
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280882-1	18	01	0	65000	0	57601	11804	5810	7440000	5,616.00
AMERGIS HEALTHCARE STAFFINC, INC. (EIN: 83-2976157	000000022702899	101,831.56	GAXI-7440000-000000280883-1	19	01	0	65000	0	57601	11804	5810	7440000	4,058.04
AMTECH ELEVATOR SERVICES	000000022672329	13,950.00	GAXI-7523100-000000279815-1	1	01	0	81500	0	00000	81100	5631	7523100	13,950.00
AMY CHOI	000000022678128	85.26	GAXI-7720000-000000280137-1	1	01	0	00000	0	00000	31400	5210	7720000	36.54
AMY CHOI	000000022678128	85.26	GAXI-7720000-000000280149-1	2	01	0	00000	0	00000	31400	5210	7720000	48.72
AMY PROSSER	000000022678129	86.42	GAXI-7720000-000000280133-1	1	01	0	00000	0	11100	10000	5210	7720000	31.61
AMY PROSSER	000000022678129	86.42	GAXI-7720000-000000280146-1	2	01	0	00000	0	11100	10000	5210	7720000	54.81
ANIXTER INC	000000022672330	111.27	GAXI-7520000-000000279816-1	1	01	0	81500	0	00000	81100	4310	7520000	111.27
ANNE ASKERNEESE	000000022678130	16.38	GAXI-7450000-000000280144-1	2	01	0	00000	0	00000	72000	5220	7450000	7.98
ANNE ASKERNEESE	000000022678130	16.38	GAXI-7450000-000000280143-1	1	01	0	00000	0	00000	72000	5220	7450000	8.40
ANNE JACKSON	000000022678131	25.52	GAXI-7720000-000000280135-1	1	01	0	00000	0	00000	31400	5210	7720000	12.76
ANNE JACKSON	000000022678131	25.52	GAXI-7720000-000000280145-1	2	01	0	00000	0	00000	31400	5210	7720000	12.76
ANOUSH MARKARIAN	000000022707295	500.00	GAXI-3220000-000000280988-1	1	01	0	90904	0	11100	10000	5810	3220000	500.00
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279880-1	1	01	0	00000	0	00000	77000	4450	7730000	204.05
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279880-1	2	01	0	00000	0	00000	77000	4310	7730000	17.90
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279880-1	3	01	0	00000	0	00000	77000	5840	7730000	9.91
APPLE INC	000000022697843	50,750.19	GAXI-2030000-000000280702-1	11	01	0	30100	1	11100	10000	4450	2030000	84.48
APPLE INC	000000022697843	50,750.19	GAXI-2030000-000000280702-1	12	01	0	30100	1	11100	10000	4310	2030000	68.01
APPLE INC	000000022697843	50,750.19	GAXI-2030000-000000280700-1	9	01	0	30100	1	11100	10000	4450	2030000	642.61
APPLE INC	000000022697843	50,750.19	GAXI-2030000-000000280700-1	10	01	0	30100	1	11100	10000	4310	2030000	250.48

APPLE INC	000000022697843	50,750.19	GAXI-2030000-000000280699-1	8	01	0	90201	0	11100	10000	4310	2030000	3,991.26
APPLE INC	000000022697843	50,750.19	GAXI-7440000-000000280695-1	5	01	0	90350	0	57602	11100	4450	7440000	13,230.60
APPLE INC	000000022697843	50,750.19	GAXI-7440000-000000280698-1	6	01	0	95640	0	57602	11907	4450	7440000	6,615.30
APPLE INC	000000022697843	50,750.19	GAXI-7440000-000000280698-1	7	01	0	65000	0	57602	11907	4450	7440000	6,615.30
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279885-1	4	01	0	00000	0	00000	77000	4450	7730000	2,457.09
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279885-1	5	01	0	00000	0	00000	77000	4310	7730000	215.54
APPLE INC	000000022672331	3,023.80	GAXI-7730000-000000279885-1	6	01	0	00000	0	00000	77000	5840	7730000	119.31
APPLE INC	000000022697843	50,750.19	GAXI-7460000-000000280693-1	2	01	0	90203	0	11100	10000	4410	7460000	2,480.73
APPLE INC	000000022697843	50,750.19	GAXI-7460000-000000280693-1	3	01	0	90203	0	11100	10000	4310	7460000	415.00
APPLE INC	000000022697843	50,750.19	GAXI-7440000-000000280691-1	1	01	0	95640	0	11100	10000	4310	7440000	8,820.40
AQUARIUM OF THE PACIFIC	000000022712029	1,042.00	GAXI-2130000-000000281135-1	1	01	0	90820	0	11100	10000	5880	2130000	1,042.00
ATKINSON, ANDELSON, LOYA, RUUD & ROMO	000000022686337	25,196.55	GAXI-7560000-000000280394-1	1	01	0	00000	0	00000	72000	5850	7560000	25,196.55
AT & T	000000022693070	101.53	GAXI-7400000-000000280555-1	1	01	0	00000	0	00000	72000	5910	7400000	101.53
AT&T	000000022693071	11,464.69	GAXI-7400000-000000280554-1	1	01	0	00000	0	00000	72000	5910	7400000	11,464.69
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281070-1	1	01	0	65000	0	57601	11804	5810	7440000	1,416.25
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281071-1	2	01	0	65000	0	57601	11804	5810	7440000	8,645.57
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281072-1	3	01	0	65000	0	57601	11804	5810	7440000	9,276.42
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281073-1	4	01	0	65000	0	57601	11804	5810	7440000	4,745.52
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281074-1	5	01	0	65000	0	57601	11804	5810	7440000	8,986.17
AUTISM BEHAVIOR INTERVENTION INC	000000022712030	41,678.94	GAXI-7440000-000000281075-1	6	01	0	65000	0	57601	11804	5810	7440000	8,609.01
AUTISM BEHAVIOR INTERVENTION INC	000000022693072	25,525.44	GAXI-7440000-000000280565-1	1	01	0	65000	0	57601	11804	5810	7440000	6,310.49
AUTISM BEHAVIOR INTERVENTION INC	000000022693072	25,525.44	GAXI-7440000-000000280566-1	2	01	0	65000	0	57601	11804	5810	7440000	7,324.43
AUTISM BEHAVIOR INTERVENTION INC	000000022693072	25,525.44	GAXI-7440000-000000280567-1	3	01	0	65000	0	57601	11804	5810	7440000	4,813.36
AUTISM BEHAVIOR INTERVENTION INC	000000022693072	25,525.44	GAXI-7440000-000000280568-1	4	01	0	65000	0	57601	11804	5810	7440000	7,077.16
AVANTGUARD MONITORING CENTERS, LLC	000000022672332	366.91	GAXI-7520000-000000279817-1	1	01	0	81500	0	00000	81100	5850	7520000	366.91
AV PARTY RENTAL INC	000000022697844	790.50	GAXI-2090000-000000280692-1	1	01	0	00000	0	11100	10000	4310	2090000	790.50
AYA HEALTHCARE INC.	000000022675888	69,526.80	GAXI-7440000-000000280040-1	3	01	0	65000	0	57601	11804	5810	7440000	14,533.05
AYA HEALTHCARE INC.	000000022675888	69,526.80	GAXI-7440000-000000280039-1	2	01	0	65000	0	57601	11804	5810	7440000	23,835.00
AYA HEALTHCARE INC.	000000022675888	69,526.80	GAXI-7440000-000000280038-1	1	01	0	65000	0	57601	11804	5810	7440000	31,158.75
AYA HEALTHCARE INC.	000000022693073	3,727.50	GAXI-7440000-000000280473-1	1	01	0	65000	0	57601	11804	5810	7440000	3,727.50
AYA HEALTHCARE INC.	000000022702901	17,406.90	GAXI-7440000-000000280732-1	2	01	0	65000	0	57601	11804	5810	7440000	6,037.50
AYA HEALTHCARE INC.	000000022702901	17,406.90	GAXI-7440000-000000280731-1	1	01	0	65000	0	57601	11804	5810	7440000	11,369.40
AYA HEALTHCARE INC.	000000022719196	3,727.50	GAXI-7440000-000000281529-1	1	01	0	65000	0	57601	11804	5810	7440000	3,727.50
BALLS AND WHISTLES DBA AMAZING ATHLETES	000000022678132	7,500.00	GAXI-7420000-000000280130-1	1	01	0	26000	0	11100	10000	5810	7420000	7,500.00
BANC OF AMERICA PUBLIC CAPITAL CORP	202604020562747	66,606.68	GAXI-7400000-000000279749-1	1	01	0	00000	0	00000	91000	7439	7400000	54,659.73
BANC OF AMERICA PUBLIC CAPITAL CORP	202604020562747	66,606.68	GAXI-7400000-000000279749-1	2	01	0	00000	0	00000	91000	7438	7400000	11,946.95
BANC OF AMERICA PUBLIC CAPITAL CORP	202604290573325	66,606.68	GAXI-7400000-000000281421-1	1	01	0	00000	0	00000	91000	7439	7400000	54,774.51
BANC OF AMERICA PUBLIC CAPITAL CORP	202604290573325	66,606.68	GAXI-7400000-000000281421-1	2	01	0	00000	0	00000	91000	7438	7400000	11,832.17
BATTERY SYSTEMS INC	000000022693074	1,624.09	GAXI-7520000-000000280542-1	1	01	0	81500	0	00000	81100	4310	7520000	1,624.09
BEHAVIOR AND EDUCATION INC	000000022675889	9,819.58	GAXI-7440000-000000280009-1	1	01	0	65000	0	57601	11804	5810	7440000	9,163.58
BEHAVIOR AND EDUCATION INC	000000022675889	9,819.58	GAXI-7440000-000000280010-1	2	01	0	65000	0	57601	11804	5810	7440000	656.00
BEHAVIOR AND EDUCATION INC	000000022719197	9,244.50	GAXI-7440000-000000281484-1	1	01	0	65000	0	57601	11804	5810	7440000	8,588.50
BEHAVIOR AND EDUCATION INC	000000022719197	9,244.50	GAXI-7440000-000000281485-1	2	01	0	65000	0	57601	11804	5810	7440000	656.00
BEHAVIOR THERAPY CLINIC	000000022712031	5,607.42	GAXI-7440000-000000281084-1	1	01	0	65000	0	57601	11804	5810	7440000	5,607.42
BESTLINK NETWARE INC	000000022672334	269.21	GAXI-7730000-000000279886-1	1	01	0	00000	0	00000	77000	4310	7730000	269.21
BEYNON SPORTS SURFACES INC	000000022719198	4,291.00	GAXI-7520000-000000281333-1	1	01	0	81500	0	00000	81100	5631	7520000	4,291.00
B & H PHOTO VIDEO	000000022672333	262.71	GAXI-4310000-000000279970-1	1	01	0	00000	0	11100	10000	4310	4310000	262.71
BIG BRAND TIRE AND SERVICE	000000022693075	107.99	GAXI-7520000-000000280540-1	1	01	0	81500	0	00000	81100	5631	7520000	107.99
BIG BRAND TIRE AND SERVICE	000000022672335	138.68	GAXI-7520000-000000279820-1	1	01	0	81500	0	00000	81100	5631	7520000	138.68
B.I.G. SOLUTIONS	000000022702902	9,460.00	GAXI-7440000-000000280658-1	1	01	0	65000	0	57602	11900	5850	7440000	9,460.00
BONINO, GABRIELLA	000000022672336	52.20	GAXI-7720000-000000279776-1	1	01	0	00000	0	11100	10000	5210	7720000	52.20
BONINO, GABRIELLA	000000022678133	73.95	GAXI-7720000-000000280147-1	1	01	0	00000	0	11100	10000	5210	7720000	73.95
BOOSTER ENTERPRISES INC.	000000022693076	3,620.73	GAXI-2020000-000000280496-1	1	01	0	90870	0	11100	10000	4310	2020000	3,620.73
BOOTCHK, ERICA	000000022686338	4,500.00	GAXI-5750000-000000280444-1	1	01	0	67700	1	17001	10000	5810	5750000	4,500.00
BOX CARS AND ONE-EYED JACKS, INC	000000022675890	1,659.39	GAXI-2010000-000000280101-1	1	01	0	30100	2	11100	10000	4310	2010000	1,659.39
BOYS & GIRLS CLUB OF BURBANK	000000022672337	115,008.22	GAXI-7420000-000000279777-1	1	01	0	26000	0	11100	10000	5850	7420000	57,504.11
BOYS & GIRLS CLUB OF BURBANK	000000022672337	115,008.22	GAXI-7420000-000000280000-1	2	01	0	26000	0	11100	10000	5850	7420000	57,504.11
BRANDON HERRERA	000000022707297	27.61	GAXI-2030000-000000281002-1	1	01	0	00000	0	11100	10000	4310	2030000	27.61
BRASS MAVENS LLC	000000022693077	400.00	GAXI-7460000-000000280490-1	1	01	0	00000	0	17000	10000	4381	7460000	400.00
BRENDA ETTERBEEK	000000022686339	3,380.00	GAXI-2020000-000000280465-1	1	01	0	67700	1	11100	10000	5810	2020000	3,380.00
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280374-1	1	01	0	00000	0	00000	72000	5850	7470000	11,200.85
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280072-1	19	01	0	00000	0	00000	72000	5850	7470000	4,236.30

BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280073-1	20	01	0	00000	0	00000	72000	5850	7470000	11,201.04
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280074-1	21	01	0	00000	0	00000	72000	5850	7470000	2,179.18
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280075-1	22	01	0	00000	0	00000	72000	5850	7470000	3,752.33
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280076-1	23	01	0	00000	0	00000	72000	5850	7470000	4,554.65
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280077-1	24	01	0	00000	0	00000	72000	5850	7470000	4,554.65
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280078-1	25	01	0	00000	0	00000	72000	5850	7470000	5,237.46
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280079-1	26	01	0	00000	0	00000	72000	5850	7470000	5,237.46
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280080-1	27	01	0	00000	0	00000	72000	5850	7470000	5,237.46
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280782-1	3	01	0	00000	0	00000	72000	5850	7470000	2,534.36
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280784-1	5	01	0	00000	0	00000	72000	5850	7470000	5,237.46
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280054-1	1	01	0	00000	0	00000	72000	5850	7470000	-361.22
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280055-1	2	01	0	00000	0	00000	72000	5850	7470000	-11,201.04
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280056-1	3	01	0	00000	0	00000	72000	5850	7470000	-26.49
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280057-1	4	01	0	00000	0	00000	72000	5850	7470000	-33.89
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280058-1	5	01	0	00000	0	00000	72000	5850	7470000	-8.47
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280059-1	6	01	0	00000	0	00000	72000	5850	7470000	-5.40
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280380-1	2	01	0	00000	0	00000	72000	5850	7470000	-11,200.85
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280060-1	7	01	0	00000	0	00000	72000	5850	7470000	-11,200.85
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280061-1	8	01	0	00000	0	00000	72000	5850	7470000	-225.31
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280062-1	9	01	0	00000	0	00000	72000	5850	7470000	-163.63
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280063-1	10	01	0	00000	0	00000	72000	5850	7470000	-377.17
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280064-1	11	01	0	00000	0	00000	72000	5850	7470000	-213.54
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280081-1	28	01	0	00000	0	00000	72000	5850	7470000	10.47
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280065-1	12	01	0	00000	0	00000	72000	5850	7470000	68.97
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280066-1	13	01	0	00000	0	00000	72000	5850	7470000	138.24
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280067-1	14	01	0	00000	0	00000	72000	5850	7470000	328.28
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280068-1	15	01	0	00000	0	00000	72000	5850	7470000	508.13
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280069-1	16	01	0	00000	0	00000	72000	5850	7470000	353.41
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280070-1	17	01	0	00000	0	00000	72000	5850	7470000	465.86
BRINK'S INCORPORATED	000000022678134	24,729.38	GAXI-7470000-000000280071-1	18	01	0	00000	0	00000	72000	5850	7470000	482.50
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280786-1	6	01	0	00000	0	00000	72000	5850	7470000	1,102.76
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280787-1	7	01	0	00000	0	00000	72000	5850	7470000	-187.12
BRINK'S INCORPORATED	000000022702903	7,584.70	GAXI-7470000-000000280783-1	4	01	0	00000	0	00000	72000	5850	7470000	-1,102.76
BRITTANY MINDEL	000000022678135	207.34	GAXI-7440000-000000280138-1	1	01	0	65000	0	57602	11200	5210	7440000	117.81
BRITTANY MINDEL	000000022678135	207.34	GAXI-7440000-000000280150-1	2	01	0	65000	0	57602	11200	5210	7440000	89.53
BRYAN HENRIQUEZ	000000022681703	388.60	GAXI-4320000-000000280184-1	1	01	0	00000	0	00000	27000	5210	4320000	388.60
BUDDY'S ALL STARS	000000022697845	366.50	GAXI-2050000-000000280686-1	1	01	0	00000	0	11100	10000	4310	2050000	366.50
BULK BOOKSTORE	000000022672338	166.69	GAXI-2100000-000000279994-1	1	01	0	30100	1	11100	10000	4210	2100000	166.69
BURBANK IRRIGATION SUPPLY	000000022672339	428.61	GAXI-7520000-000000279823-1	2	01	0	00100	0	00000	82200	4310	7520000	204.37
BURBANK IRRIGATION SUPPLY	000000022672339	428.61	GAXI-7520000-000000279822-1	1	01	0	00100	0	00000	82200	4310	7520000	224.24
BURBANK IRRIGATION SUPPLY	000000022693078	37.63	GAXI-7520000-000000280543-1	1	01	0	00100	0	00000	82200	4310	7520000	37.63
BURBANK IRRIGATION SUPPLY	000000022719200	159.12	GAXI-7520000-000000281381-1	1	01	0	00100	0	00000	82200	4310	7520000	159.12
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281455-1	7	01	0	00000	0	00000	82000	5520	7400000	182,816.89
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281455-1	8	01	0	00000	0	00000	82000	5530	7400000	24,332.99
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281455-1	9	01	0	00000	0	00000	82000	5560	7400000	19,281.60
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280939-1	4	01	0	00000	0	00000	82000	5530	7400000	52.62
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281452-1	4	01	0	00000	0	00000	82000	5520	7400000	20,748.69
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281452-1	5	01	0	00000	0	00000	82000	5530	7400000	2,711.42
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281452-1	6	01	0	00000	0	00000	82000	5560	7400000	2,167.78
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280940-1	5	01	0	00000	0	00000	82000	5520	7400000	7,204.34
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280940-1	6	01	0	00000	0	00000	82000	5530	7400000	795.98
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280941-1	7	01	0	00000	0	00000	82000	5520	7400000	5,138.68
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280941-1	8	01	0	00000	0	00000	82000	5530	7400000	709.29
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280941-1	9	01	0	00000	0	00000	82000	5560	7400000	1,345.32
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280942-1	10	01	0	00000	0	00000	82000	5520	7400000	5,759.31
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280942-1	11	01	0	00000	0	00000	82000	5530	7400000	787.76
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280942-1	12	01	0	00000	0	00000	82000	5560	7400000	1,937.28
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281439-1	1	01	0	00000	0	00000	82000	5520	7400000	6,619.44
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281439-1	2	01	0	00000	0	00000	82000	5530	7400000	876.92
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281439-1	3	01	0	00000	0	00000	82000	5560	7400000	1,393.30
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280943-1	13	01	0	00000	0	00000	82000	5530	7400000	107.16
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280943-1	14	01	0	00000	0	00000	82000	5520	7400000	549.07

BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280944-1	15	01	0	00000	0	00000	82000	5520	7400000	347.10
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280945-1	16	01	0	00000	0	00000	82000	5520	7400000	7,572.60
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280945-1	17	01	0	00000	0	00000	82000	5530	7400000	281.06
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280945-1	18	01	0	00000	0	00000	82000	5560	7400000	1,109.44
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280946-1	19	01	0	00000	0	00000	82000	5530	7400000	155.09
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280946-1	20	01	0	00000	0	00000	82000	5560	7400000	915.46
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280952-1	32	01	0	00000	0	00000	82000	5530	7400000	19.67
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280952-1	33	01	0	00000	0	00000	82000	5560	7400000	5,897.40
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281456-1	10	01	0	00000	0	00000	82000	5520	7400000	4,310.29
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281456-1	11	01	0	00000	0	00000	82000	5530	7400000	1,934.49
BURBANK WATER AND POWER	000000022719201	268,495.31	GAXI-7400000-000000281456-1	12	01	0	00000	0	00000	82000	5560	7400000	1,301.50
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280947-1	21	01	0	00000	0	00000	82000	5530	7400000	69.64
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280948-1	22	01	0	00000	0	00000	82000	5530	7400000	24.87
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280938-1	1	01	0	00000	0	00000	82000	5520	7400000	6,680.49
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280938-1	2	01	0	00000	0	00000	82000	5530	7400000	1,118.77
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280938-1	3	01	0	00000	0	00000	82000	5560	7400000	1,478.54
BURBANK WATER AND POWER	000000022693079	243.72	GAXI-7400000-000000280552-1	1	01	0	00000	0	00000	82000	5530	7400000	243.72
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280949-1	23	01	0	00000	0	00000	82000	5520	7400000	3,380.38
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280949-1	24	01	0	00000	0	00000	82000	5530	7400000	848.30
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280949-1	25	01	0	00000	0	00000	82000	5560	7400000	591.42
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280950-1	26	01	0	00000	0	00000	82000	5520	7400000	6,367.32
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280950-1	27	01	0	00000	0	00000	82000	5530	7400000	3,826.07
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280950-1	28	01	0	00000	0	00000	82000	5560	7400000	6,393.20
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280951-1	29	01	0	00000	0	00000	82000	5520	7400000	6,656.88
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280951-1	30	01	0	00000	0	00000	82000	5530	7400000	987.63
BURBANK WATER AND POWER	000000022702905	80,450.98	GAXI-7400000-000000280951-1	31	01	0	00000	0	00000	82000	5560	7400000	1,342.84
CALIFORNIA WEEKLY EXPLORER, INC.	000000022719202	1,587.99	GAXI-2150000-000000281438-1	1	01	0	90870	0	11100	10000	5810	2150000	1,587.99
CANON FINANCIAL SERVICES, INC.	000000022707298	13,144.22	GAXI-7400000-000000280639-1	1	01	0	00000	0	00000	72000	5611	7400000	13,144.22
CANON FINANCIAL SERVICES, INC.	000000022675891	3,496.61	GAXI-7400000-000000280012-1	1	01	0	00000	0	00000	72000	5631	7400000	3,496.61
CANON FINANCIAL SERVICES, INC.	000000022709815	2,164.90	GAXI-7400000-000000281076-1	1	01	0	00000	0	00000	72000	5631	7400000	2,164.90
CAROLINA BIOLOGICAL SUPPLY CO	000000022681708	640.70	GAXI-2060000-000000280324-1	1	01	0	90870	0	11100	10000	4310	2060000	640.70
CAROLYN STERN	000000022702907	1,500.00	GAXI-7440000-000000280738-1	1	01	0	65000	0	57602	11900	5850	7440000	1,500.00
CARSON DELLOSA EDUCATION	000000022693081	3,546.73	GAXI-4320000-000000280126-1	1	01	0	42030	1	47600	10000	4310	4320000	1,124.45
CARSON DELLOSA EDUCATION	000000022693081	3,546.73	GAXI-4320000-000000280127-1	2	01	0	42030	1	47600	10000	4310	4320000	2,389.15
CARSON DELLOSA EDUCATION	000000022693081	3,546.73	GAXI-4320000-000000280128-1	3	01	0	42030	1	47600	10000	4310	4320000	33.13
CARTER FENCE COMPANY INC	000000022712032	622.65	GAXI-7520000-000000281088-1	1	01	0	81500	0	00000	81100	4310	7520000	622.65
CATALINA PAINTS - BURBANK	000000022672340	84.80	GAXI-7520000-000000279824-1	1	01	0	81500	0	00000	81100	4310	7520000	84.80
CATE	000000022693082	2,540.00	GAXI-4310000-000000279973-1	1	01	0	90704	0	11100	10000	5220	4310000	2,540.00
CCCEN GROUP	000000022681709	40,687.50	GAXI-7400000-000000279042-1	1	01	0	00000	0	00000	72000	5850	7400000	40,687.50
CDW GOVERNMENT	000000022719203	40.51	GAXI-2020000-000000281166-1	1	01	0	00000	0	11100	10000	4310	2020000	40.51
CDW GOVERNMENT	000000022709816	1,783.80	GAXI-7420000-000000281080-1	1	01	0	00000	0	11100	10000	5840	7420000	1,783.80
CENTAUR SECURITY SERVICES INC	000000022697846	180.00	GAXI-2150000-000000280706-1	1	01	0	90870	0	11100	10000	4310	2150000	180.00
CENTER FOR VISION DEVELOPMENT OPTOMETRY	000000022719204	1,350.00	GAXI-7440000-000000281486-1	1	01	0	65000	0	57601	11804	5810	7440000	1,350.00
CHAIRSLIPPERS.COM	000000022693083	377.57	GAXI-2060000-000000280460-1	1	01	0	90870	0	11100	10000	4310	2060000	377.57
CHRISTINA GALLO	000000022686340	7,275.00	GAXI-7420000-000000280452-1	1	01	0	00000	0	15001	42000	5810	7420000	7,275.00
CINTAS CORPORATION	000000022693084	507.40	GAXI-7520000-000000280544-1	1	01	0	00100	0	00000	82100	5631	7520000	507.40
CITY OF BURBANK	000000022681710	8,302.94	GAXI-7520000-000000280231-1	1	01	0	81500	0	00000	82000	4360	7520000	4,730.71
CITY OF BURBANK	000000022681710	8,302.94	GAXI-7520000-000000280232-1	2	01	0	00100	0	00000	82000	4360	7520000	2,872.23
CITY OF BURBANK	000000022675893	1,140.56	GAXI-7730000-000000280119-1	2	01	0	00000	0	00000	77000	4360	7730000	122.81
CITY OF BURBANK	000000022681710	8,302.94	GAXI-7520000-000000280321-1	3	01	0	81500	0	00000	81100	5631	7520000	250.00
CITY OF BURBANK	000000022681710	8,302.94	GAXI-7520000-000000280322-1	4	01	0	81500	0	00000	81100	5631	7520000	450.00
CITY OF BURBANK	000000022693085	1,540.22	GAXI-7520000-000000280541-1	1	01	0	00100	0	00000	82000	5560	7520000	1,540.22
CITY OF BURBANK	000000022709817	1,213.36	GAXI-2140000-000000281081-1	1	01	0	90201	0	11100	10000	5880	2140000	1,213.36
CLARK, KARA	000000022686341	1,799.78	GAXI-7910000-000000280456-1	1	01	0	06350	0	38000	10000	4310	7910000	1,799.78
C & M TOPSOIL INC.	000000022693080	3,472.88	GAXI-7520000-000000280625-1	1	01	0	00100	0	00000	82200	4310	7520000	3,472.88
COMPLETE BUSINESS SYSTEMS	000000022702908	570.95	GAXI-3220000-000000280899-1	1	01	0	00000	0	11100	10000	4310	3220000	570.95
CONNOR BOND	000000022675894	200.00	GAXI-3200000-000000279755-1	1	01	0	00000	0	11100	10000	5850	3200000	200.00
COVELO GROUP, INC.	000000022681711	825.00	GAXI-7440000-000000280201-1	1	01	0	65000	0	57602	11900	5850	7440000	375.00
COVELO GROUP, INC.	000000022681711	825.00	GAXI-7440000-000000280202-1	2	01	0	65000	0	57602	11900	5850	7440000	450.00
COVELO GROUP, INC.	000000022675895	6,582.55	GAXI-7440000-000000280052-1	1	01	0	65000	0	57601	11804	5810	7440000	6,582.55
COVELO GROUP, INC.	000000022707299	12,214.32	GAXI-7450000-000000280887-1	1	01	0	00000	0	11100	10000	5810	7450000	3,130.44
COVELO GROUP, INC.	000000022707299	12,214.32	GAXI-7450000-000000280888-1	2	01	0	00000	0	11100	10000	5810	7450000	4,328.88

COVELO GROUP, INC.	000000022707299	12,214.32	GAXI-7450000-000000280889-1	3	01	0	00000	0	11100	10000	5810	7450000	3,420.06
COVELO GROUP, INC.	000000022707299	12,214.32	GAXI-7450000-000000280890-1	4	01	0	00000	0	11100	10000	5810	7450000	1,334.94
CROFOOT, LEONARD JOHN	000000022707301	3,000.00	GAXI-2030000-000000280987-1	1	01	0	67700	1	17011	10000	5810	2030000	3,000.00
CROWN CASTLE FIBER LLC	000000022681712	550.00	GAXI-7401000-000000280177-1	1	01	0	00000	0	00000	72000	5910	7401000	550.00
CYBER EDUCATION CONSULTANTS	000000022721954	2,500.00	GAXI-3220000-000000281604-1	1	01	0	90820	0	11100	10000	5810	3220000	2,500.00
CYRITA SULLIVAN	000000022678137	21.00	GAXI-7440000-000000280141-1	1	01	0	65000	0	57602	11200	5210	7440000	21.00
CYRITA SULLIVAN	000000022681713	22.40	GAXI-7440000-000000280191-1	1	01	0	65000	0	57602	11200	5210	7440000	22.40
DALI MERCEDES REYES	000000022707302	101.20	GAXI-4320000-000000281005-1	1	01	0	65000	0	57602	11107	4310	4320000	101.20
DARRELL D BISHOP	000000022693086	4,000.00	GAXI-2050000-000000280332-1	1	01	0	67700	2	11100	10000	5810	2050000	4,000.00
DEMCO	000000022697847	71.75	GAXI-2150000-000000280705-1	1	01	0	90201	0	11100	10000	4310	2150000	71.75
DENA GRIMSHAW	000000022686343	800.00	GAXI-3210000-000000280438-1	1	01	0	90201	0	11100	10000	4395	3210000	800.00
DEPARTMENT OF INDUSTRIAL RELATIONS	000000022702909	475.00	GAXI-7520000-000000280820-1	1	01	0	81500	0	00000	81100	5880	7520000	125.00
DEPARTMENT OF INDUSTRIAL RELATIONS	000000022702909	475.00	GAXI-7520000-000000280825-1	2	01	0	81500	0	00000	81100	5880	7520000	125.00
DEPARTMENT OF INDUSTRIAL RELATIONS	000000022702909	475.00	GAXI-7520000-000000280831-1	3	01	0	81500	0	00000	81100	5880	7520000	225.00
DEPARTMENT OF INDUSTRIAL RELATIONS	000000022672341	225.00	GAXI-7520000-000000280045-1	1	01	0	81500	0	00000	81100	5880	7520000	225.00
DEPARTMENT OF JUSTICE	000000022719205	957.00	GAXI-7550000-000000281426-1	1	01	0	00000	0	00000	72000	5860	7550000	957.00
DESOTO SALES INC	000000022712034	1,428.36	GAXI-7520000-000000281093-1	1	01	0	81500	0	00000	81100	4310	7520000	1,428.36
DICK BLICK CO	000000022693087	4,526.44	GAXI-4310000-000000280485-1	2	01	0	67700	2	11100	10000	4310	4310000	1,853.79
DICK BLICK CO	000000022693087	4,526.44	GAXI-3200000-000000280481-1	1	01	0	67700	1	11100	10000	4316	3200000	2,672.65
DIXON, MICHELLE	000000022678138	28.13	GAXI-7720000-000000280134-1	1	01	0	00000	0	11100	10000	5210	7720000	19.72
DIXON, MICHELLE	000000022678138	28.13	GAXI-7720000-000000280148-1	2	01	0	00000	0	11100	10000	5210	7720000	8.41
DIY HOME CENTER	000000022681714	89.28	GAXI-7520000-000000280334-1	4	01	0	81500	0	00000	81100	4310	7520000	8.23
DIY HOME CENTER	000000022693088	174.55	GAXI-7520000-000000280545-1	1	01	0	81500	0	00000	81100	4310	7520000	36.65
DIY HOME CENTER	000000022693088	174.55	GAXI-7520000-000000280546-1	2	01	0	81500	0	00000	81100	4310	7520000	39.92
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279826-1	3	01	0	81500	0	00000	81100	4310	7520000	17.86
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279825-1	1	01	0	00100	0	00000	82100	4310	7520000	17.85
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279825-1	2	01	0	00100	0	00000	82200	4310	7520000	5.95
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279827-1	4	01	0	81500	0	00000	81100	4310	7520000	54.41
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279828-1	5	01	0	81500	0	00000	81100	4310	7520000	148.57
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279830-1	7	01	0	81500	0	00000	81100	4310	7520000	14.90
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279831-1	8	01	0	81500	0	00000	81100	4310	7520000	54.65
DIY HOME CENTER	000000022672342	378.81	GAXI-7520000-000000279829-1	6	01	0	81500	0	00000	81100	4310	7520000	64.62
DIY HOME CENTER	000000022693088	174.55	GAXI-7520000-000000280547-1	3	01	0	81500	0	00000	81100	4310	7520000	43.71
DIY HOME CENTER	000000022681714	89.28	GAXI-7520000-000000280210-1	1	01	0	81500	0	00000	81100	4310	7520000	34.73
DIY HOME CENTER	000000022681714	89.28	GAXI-7520000-000000280212-1	2	01	0	81500	0	00000	81100	4310	7520000	37.69
DIY HOME CENTER	000000022681714	89.28	GAXI-7520000-000000280213-1	3	01	0	81500	0	00000	81100	4310	7520000	8.63
DIY HOME CENTER	000000022693088	174.55	GAXI-7520000-000000280548-1	4	01	0	81500	0	00000	81100	4310	7520000	6.56
DIY HOME CENTER	000000022693088	174.55	GAXI-7520000-000000280549-1	5	01	0	81500	0	00000	81100	4310	7520000	47.71
DIY HOME CENTER	000000022712035	70.14	GAXI-7520000-000000281094-1	1	01	0	81500	0	00000	81100	4310	7520000	43.23
DIY HOME CENTER	000000022712035	70.14	GAXI-7520000-000000281095-1	2	01	0	81500	0	00000	81100	4310	7520000	10.62
DIY HOME CENTER	000000022712035	70.14	GAXI-7520000-000000281096-1	3	01	0	81500	0	00000	81100	4310	7520000	16.29
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281536-1	6	01	0	81500	0	00000	81100	4310	7520000	38.72
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281534-1	4	01	0	81500	0	00000	81100	4310	7520000	100.14
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281535-1	5	01	0	81500	0	00000	81100	4310	7520000	41.63
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281437-1	1	01	0	00100	0	00000	82100	4310	7520000	49.18
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281437-1	2	01	0	00100	0	00000	82200	4310	7520000	16.40
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281530-1	3	01	0	81500	0	00000	81100	4310	7520000	139.12
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281537-1	7	01	0	81500	0	00000	81100	4310	7520000	21.15
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281538-1	8	01	0	81500	0	00000	81100	4310	7520000	35.26
DIY HOME CENTER	000000022719206	526.30	GAXI-7520000-000000281539-1	9	01	0	81500	0	00000	81100	4310	7520000	84.70
DRIFTWOOD DAIRY	000000022678139	283.09	GAXI-7910000-000000280166-1	3	01	0	06350	0	38000	10000	4310	7910000	5.36
DRIFTWOOD DAIRY	000000022678139	283.09	GAXI-7910000-000000280167-1	4	01	0	06350	0	38000	10000	4310	7910000	2.88
DRIFTWOOD DAIRY	000000022678139	283.09	GAXI-7910000-000000280165-1	2	01	0	06350	0	38000	10000	4310	7910000	203.90
DRIFTWOOD DAIRY	000000022678139	283.09	GAXI-7910000-000000280164-1	1	01	0	06350	0	38000	10000	4310	7910000	70.95
DUBNOFF/VALLEY HIGH SCHOOL	000000022702912	14,244.30	GAXI-7440000-000000280648-1	1	01	0	65000	0	57601	11800	5810	7440000	14,024.30
DUBNOFF/VALLEY HIGH SCHOOL	000000022702912	14,244.30	GAXI-7440000-000000280648-1	2	01	0	65460	0	57601	11800	5810	7440000	220.00
DUNN EDWARDS CORP	000000022693089	111.02	GAXI-7520000-000000280550-1	1	01	0	81500	0	00000	81100	4310	7520000	68.79
DUNN EDWARDS CORP	000000022681716	808.02	GAXI-7520000-000000280221-1	1	01	0	81500	0	00000	81100	4310	7520000	463.88
DUNN EDWARDS CORP	000000022681716	808.02	GAXI-7520000-000000280222-1	2	01	0	81500	0	00000	81100	4310	7520000	188.73
DUNN EDWARDS CORP	000000022681716	808.02	GAXI-7520000-000000280224-1	3	01	0	81500	0	00000	81100	4310	7520000	52.39
DUNN EDWARDS CORP	000000022681716	808.02	GAXI-7520000-000000280225-1	4	01	0	81500	0	00000	81100	4310	7520000	103.02
DUNN EDWARDS CORP	000000022693089	111.02	GAXI-7520000-000000280551-1	2	01	0	81500	0	00000	81100	4310	7520000	42.23

DUNN EDWARDS CORP	000000022712036	910.50	GAXI-7520000-000000281097-1	1	01	0	81500	0	00000	81100	4310	7520000	373.46
DUNN EDWARDS CORP	000000022712036	910.50	GAXI-7520000-000000281098-1	2	01	0	81500	0	00000	81100	4310	7520000	189.24
DUNN EDWARDS CORP	000000022712036	910.50	GAXI-7520000-000000281099-1	3	01	0	81500	0	00000	81100	4310	7520000	347.80
DUNN EDWARDS CORP	000000022721955	159.21	GAXI-7520000-000000281541-1	2	01	0	81500	0	00000	81100	4310	7520000	148.28
DUNN EDWARDS CORP	000000022721955	159.21	GAXI-7520000-000000281540-1	1	01	0	81500	0	00000	81100	4310	7520000	10.93
EDVOTEK, INC.	000000022693090	349.65	GAXI-4310000-000000280488-1	1	01	0	00000	0	13400	10000	4310	4310000	349.65
ELEVATE K12 LEADERSHIP, LLC.	000000022721956	26,000.00	GAXI-7470000-000000281600-1	1	01	0	00000	0	00000	72000	5850	7470000	26,000.00
ELIZABETH EATON	000000022686346	1,500.00	GAXI-2050000-000000280443-1	1	01	0	67700	2	11100	10000	5810	2050000	1,500.00
EMILY PIERCE	000000022719208	15.00	GAXI-4320000-000000281150-1	1	01	0	00000	0	00000	27000	5210	4320000	15.00
EMILY PIERCE	000000022681717	51.55	GAXI-4320000-000000280187-1	1	01	0	00000	0	00000	27000	5210	4320000	51.55
ESGI, LLC	000000022719209	777.00	GAXI-2150000-000000281533-1	1	01	0	42030	1	47600	10000	5840	2150000	777.00
ETM-LA, INC	000000022672345	5,481.00	GAXI-2130000-000000280041-1	1	01	0	90820	0	11100	10000	5810	2130000	5,481.00
EVERNORTH CARE SOLUTIONS, INC.	000000022702913	3,092.04	GAXI-0000000-000000280932-1	1	01	0	00000	0	00000	00000	9530	0000000	3,092.04
EVERWAY LLC	000000022686347	36,910.25	GAXI-7440000-000000280398-1	1	01	0	90350	0	11100	10000	5840	7440000	36,910.25
EVERY SPECIAL CHILD, LLC	000000022675896	8,800.00	GAXI-7440000-000000280028-1	1	01	0	65000	0	57602	11901	5850	7440000	8,800.00
EVERY SPECIAL CHILD, LLC	000000022686348	4,400.00	GAXI-7440000-000000280351-1	1	01	0	65000	0	57602	11901	5850	7440000	4,400.00
EVERYTHING2GO.COM LLC	000000022686349	5,193.50	GAXI-7730000-000000280379-1	1	01	0	00000	0	00000	77000	4410	7730000	5,193.50
EWING IRRIGATION PRODUCTS, INC.	000000022721957	638.47	GAXI-7520000-000000281542-1	1	01	0	81500	0	00000	81100	4382	7520000	638.47
FAST DEER BUS CHARTER INC	000000022681718	2,040.00	GAXI-4320000-000000280246-1	1	01	0	00000	0	15001	42000	5811	4320000	2,040.00
FEDERAL EXPRESS	000000022686350	256.71	GAXI-7400000-000000280352-1	1	01	0	00000	0	00000	72000	5920	7400000	256.71
FEDERAL EXPRESS	000000022693091	275.22	GAXI-7400000-000000280487-1	1	01	0	00000	0	00000	72000	5920	7400000	275.22
FEDERAL EXPRESS	000000022707304	60.91	GAXI-7400000-000000281054-1	1	01	0	00000	0	00000	72000	5920	7400000	60.91
FERGUSON ENTERPRISES LLC #1350	000000022672346	1,114.43	GAXI-7520000-000000279836-1	5	01	0	81500	0	00000	81100	4310	7520000	91.25
FERGUSON ENTERPRISES LLC #1350	000000022672346	1,114.43	GAXI-7520000-000000279835-1	4	01	0	81500	0	00000	81100	4310	7520000	117.70
FERGUSON ENTERPRISES LLC #1350	000000022672346	1,114.43	GAXI-7520000-000000279833-1	2	01	0	81500	0	00000	81100	4310	7520000	122.69
FERGUSON ENTERPRISES LLC #1350	000000022672346	1,114.43	GAXI-7520000-000000279832-1	1	01	0	81500	0	00000	81100	4310	7520000	700.84
FERGUSON ENTERPRISES LLC #1350	000000022672346	1,114.43	GAXI-7520000-000000279834-1	3	01	0	81500	0	00000	81100	4310	7520000	81.95
FERGUSON ENTERPRISES LLC #1350	000000022693092	539.56	GAXI-7520000-000000280553-1	1	01	0	81500	0	00000	81100	4310	7520000	539.56
FERGUSON ENTERPRISES LLC #1350	000000022681719	171.98	GAXI-7520000-000000280230-1	1	01	0	81500	0	00000	81100	4310	7520000	171.98
FERGUSON ENTERPRISES LLC #1350	000000022712037	270.33	GAXI-7520000-000000281101-1	1	01	0	81500	0	00000	81100	4310	7520000	207.18
FERGUSON ENTERPRISES LLC #1350	000000022712037	270.33	GAXI-7520000-000000281102-1	2	01	0	81500	0	00000	81100	4310	7520000	63.15
FIRST STUDENT, INC	000000022672347	1,033.40	GAXI-7440000-000000279968-1	1	01	0	65200	0	57602	11100	5811	7440000	1,033.40
FIRST STUDENT, INC	000000022721958	313,885.92	GAXI-7440000-000000281046-1	1	01	0	07240	0	50010	36000	5812	7440000	313,885.92
FIRST STUDENT, INC	000000022675897	18,256.80	GAXI-7440000-000000280015-1	1	01	0	07240	0	50010	36000	5812	7440000	18,256.80
FIRST STUDENT, INC	000000022702914	21,296.45	GAXI-7440000-000000280736-1	1	01	0	07240	0	50010	36000	5812	7440000	21,296.45
FLITE TEST, LLC	000000022719211	443.88	GAXI-4320000-000000281342-1	1	01	0	00000	0	18001	10000	4310	4320000	200.91
FLITE TEST, LLC	000000022719211	443.88	GAXI-4320000-000000281342-1	2	01	0	00000	0	11100	10000	4310	4320000	21.03
FLITE TEST, LLC	000000022719211	443.88	GAXI-4320000-000000281343-1	3	01	0	00000	0	18001	10000	4310	4320000	221.94
FOLLETT CONTENT SOLUTIONS LLC	000000022705188	4,045.50	GAXI-2060000-000000280972-1	1	01	0	90870	0	11100	10000	4210	2060000	3,829.25
FOLLETT CONTENT SOLUTIONS LLC	000000022705188	4,045.50	GAXI-2060000-000000280973-1	2	01	0	90870	0	11100	10000	4210	2060000	216.25
FRONTLINE TECHNOLOGIES GROUP LLC	000000022686351	3,500.00	GAXI-7551000-000000280347-1	1	01	0	00000	0	00000	72000	5840	7551000	3,500.00
FUN EXPRESS LLC	000000022702915	119.23	GAXI-2060000-000000280780-1	1	01	0	90870	0	11100	10000	4310	2060000	119.23
GARY D STROMBERG & ASSOCIATES LLC	000000022693093	20,418.25	GAXI-7440000-000000280472-1	1	01	0	65000	0	57602	11900	5850	7440000	8,861.25
GARY D STROMBERG & ASSOCIATES LLC	000000022693093	20,418.25	GAXI-7440000-000000280476-1	2	01	0	65000	0	57602	11901	5850	7440000	11,557.00
GIANNA BERTOLE	000000022686352	150.00	GAXI-2020000-000000280429-1	1	01	0	90870	0	11100	10000	4310	2020000	150.00
GLENDALE BUILDER'S SUPPLIES	000000022672348	562.09	GAXI-7520000-000000280007-1	2	01	0	81500	0	00000	81100	4310	7520000	249.82
GLENDALE BUILDER'S SUPPLIES	000000022672348	562.09	GAXI-7520000-000000280006-1	1	01	0	81500	0	00000	81100	4310	7520000	312.27
GLOBAL LEASE GROUP, INC.	000000022707305	1,226.54	GAXI-7440000-000000280637-1	1	01	0	58100	0	57602	91000	7439	7440000	613.27
GLOBAL LEASE GROUP, INC.	000000022707305	1,226.54	GAXI-7440000-000000280638-1	2	01	0	58100	0	57602	91000	7439	7440000	613.27
GOLD STAR FOODS	000000022678140	32.85	GAXI-7910000-000000280168-1	1	01	0	06350	0	38000	10000	4310	7910000	32.85
GOPHER SPORT	000000022672350	54.05	GAXI-5300000-000000279918-1	1	01	0	00000	0	11100	10000	4310	5300000	54.05
GOPHER SPORT	000000022702917	1,557.64	GAXI-3220000-000000280900-1	1	01	0	00000	0	11100	10000	4310	3220000	1,557.64
GRACE SIZELOVE	000000022678141	72.24	GAXI-7440000-000000280136-1	1	01	0	65000	0	57602	11200	5210	7440000	54.88
GRACE SIZELOVE	000000022678141	72.24	GAXI-7440000-000000280142-1	2	01	0	65000	0	57602	11200	5210	7440000	17.36
GRAINGER	000000022672351	2,723.25	GAXI-7520000-000000279837-1	1	01	0	81500	0	00000	81100	4310	7520000	218.12
GRAINGER	000000022672351	2,723.25	GAXI-7520000-000000279838-1	2	01	0	81500	0	00000	81100	4310	7520000	54.23
GRAINGER	000000022672351	2,723.25	GAXI-7520000-000000279839-1	3	01	0	81500	0	00000	81100	4310	7520000	2,450.90
GRAINGER	000000022681720	200.58	GAXI-7520000-000000280233-1	1	01	0	81500	0	00000	81100	4310	7520000	200.58
GRAINGER	000000022712038	1,291.23	GAXI-7520000-000000281105-1	3	01	0	81500	0	00000	81100	4310	7520000	7.17
GRAINGER	000000022712038	1,291.23	GAXI-7520000-000000281103-1	1	01	0	81500	0	00000	81100	4310	7520000	858.30
GRAINGER	000000022712038	1,291.23	GAXI-7520000-000000281104-1	2	01	0	81500	0	00000	81100	4310	7520000	425.76
GRAINGER	000000022721959	893.30	GAXI-7520000-000000281543-1	1	01	0	81500	0	00000	81100	4310	7520000	893.30

GREENFIELD LANDSCAPING & MAINTENANCE, INC.	000000022693094	4,275.00	GAXI-7520000-000000280630-1	1	01	0	81500	0	00000	81100	5631	7520000	4,275.00
GTG TRANSPORTATION	000000022672352	12,430.00	GAXI-4310000-000000279967-1	1	01	0	00000	0	11100	41000	5812	4310000	12,430.00
GUITAR CENTER	000000022702918	734.83	GAXI-7460000-000000280935-1	2	01	0	90806	0	11100	10000	4310	7460000	635.38
GUITAR CENTER	000000022702918	734.83	GAXI-7460000-000000280934-1	1	01	0	90806	0	11100	10000	4310	7460000	99.45
GUITAR CENTER	000000022719213	2,985.20	GAXI-7460000-000000281341-1	1	01	0	90806	0	11100	10000	4410	7460000	2,985.20
HAMERAY PUBLISHING GROUP, INC.	000000022702919	2,749.18	GAXI-2010000-000000280776-1	1	01	0	00000	0	11100	10000	4210	2010000	2,749.18
HANDY MARKET	000000022702920	540.05	GAXI-7910000-000000280650-1	1	01	0	06350	0	38000	10000	4310	7910000	540.05
HANDY MARKET	000000022712039	80.40	GAXI-7910000-000000281082-1	1	01	0	06350	0	38000	10000	4310	7910000	80.40
HASA INC	000000022672353	2,058.91	GAXI-4320000-000000279840-1	1	01	0	00000	0	00000	81100	4373	4320000	677.08
HASA INC	000000022672353	2,058.91	GAXI-7520000-000000279840-1	2	01	0	81500	0	00000	81100	4373	7520000	150.46
HASA INC	000000022672353	2,058.91	GAXI-4320000-000000279841-1	3	01	0	00000	0	00000	81100	4373	4320000	1,007.48
HASA INC	000000022672353	2,058.91	GAXI-7520000-000000279841-1	4	01	0	81500	0	00000	81100	4373	7520000	223.89
HASA INC	000000022693095	1,453.36	GAXI-4320000-000000280632-1	1	01	0	00000	0	00000	81100	4373	4320000	1,189.11
HASA INC	000000022693095	1,453.36	GAXI-7520000-000000280632-1	2	01	0	81500	0	00000	81100	4373	7520000	264.25
HATCH, ROBIN	000000022709818	929.75	GAXI-3210000-000000280440-1	1	01	0	90201	0	11100	10000	5611	3210000	929.75
HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES	000000022702921	64,467.41	GAXI-7440000-000000280730-1	1	01	0	33270	0	57601	11800	5810	7440000	20,989.91
HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES	000000022693096	29,253.20	GAXI-7440000-000000280495-1	1	01	0	65460	0	57601	11800	5810	7440000	29,253.20
HATHAWAY-SYCAMORES CHILD AND FAIMILY SERVICES	000000022702921	64,467.41	GAXI-7440000-000000280735-1	2	01	0	65460	0	57601	11800	5810	7440000	43,477.50
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279842-1	1	01	0	81500	0	00000	81100	4310	7520000	74.22
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279843-1	2	01	0	81500	0	00000	81100	4310	7520000	62.54
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279844-1	3	01	0	81500	0	00000	81100	4310	7520000	14.32
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279845-1	4	01	0	81500	0	00000	81100	4310	7520000	142.71
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279846-1	5	01	0	81500	0	00000	81100	4310	7520000	50.18
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279847-1	6	01	0	81500	0	00000	81100	4310	7520000	46.73
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279850-1	9	01	0	81500	0	00000	81100	4310	7520000	30.22
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279848-1	7	01	0	81500	0	00000	81100	4310	7520000	158.90
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279849-1	8	01	0	81500	0	00000	81100	4310	7520000	164.65
HD SUPPLY FACILITIES MAINTENANCE LTD	000000022672354	869.51	GAXI-7520000-000000279851-1	10	01	0	81500	0	00000	81100	4310	7520000	125.04
HECTOR GARCIA	000000022707307	75.60	GAXI-7450000-000000280993-1	1	01	0	00000	0	00000	72000	5210	7450000	75.60
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279813-1	5	01	0	65000	0	57601	11800	5810	7440000	5,620.51
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279821-1	9	01	0	65000	0	57601	11800	5810	7440000	15,327.44
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279812-1	4	01	0	65460	0	57601	11800	5810	7440000	1,278.34
HELP GROUP	000000022702922	10,890.50	GAXI-7440000-000000280634-1	1	01	0	65000	0	57601	11800	5810	7440000	10,890.50
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279818-1	7	01	0	65000	0	57601	11800	5810	7440000	4,861.88
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279814-1	6	01	0	65460	0	57601	11800	5810	7440000	336.63
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279811-1	3	01	0	65000	0	57601	11800	5810	7440000	15,384.72
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279819-1	8	01	0	65460	0	57601	11800	5810	7440000	2,022.99
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279809-1	1	01	0	65000	0	57601	11800	5810	7440000	16,023.56
HELP GROUP	000000022672355	63,235.51	GAXI-7440000-000000279809-1	2	01	0	65460	0	57601	11800	5810	7440000	2,379.44
HELP GROUP	000000022686354	20,374.75	GAXI-7440000-000000280366-1	1	01	0	65000	0	57601	11800	5810	7440000	17,740.37
HELP GROUP	000000022686354	20,374.75	GAXI-7440000-000000280366-1	2	01	0	65460	0	57601	11800	5810	7440000	2,634.38
HERFF JONES INC	000000022702923	2,279.63	GAXI-4310000-000000280903-1	1	01	0	00000	0	11100	10000	4310	4310000	123.71
HERFF JONES INC	000000022702923	2,279.63	GAXI-4310000-000000280911-1	2	01	0	00000	0	11100	10000	4310	4310000	2,155.92
HILLSIDES	000000022702924	6,587.00	GAXI-7440000-000000280729-1	1	01	0	65460	0	57601	11800	5810	7440000	6,587.00
HOLA CLINIC BILINGUAL SPEECH LANGUAGE PATHOLOGY IN	000000022675899	600.00	GAXI-7440000-000000280115-1	1	01	0	65000	0	57602	11901	5850	7440000	600.00
HOLDING HANDS, BURBANK	000000022672356	17,414.34	GAXI-7440000-000000279793-1	1	01	0	65000	0	57601	11804	5810	7440000	5,680.17
HOLDING HANDS, BURBANK	000000022672356	17,414.34	GAXI-7440000-000000279794-1	2	01	0	65000	0	57601	11804	5810	7440000	636.57
HOLDING HANDS, BURBANK	000000022672356	17,414.34	GAXI-7440000-000000279795-1	3	01	0	65000	0	57601	11804	5810	7440000	4,983.34
HOLDING HANDS, BURBANK	000000022672356	17,414.34	GAXI-7440000-000000279796-1	4	01	0	65000	0	57601	11804	5810	7440000	6,114.26
HOLDING HANDS, BURBANK	000000022686355	20,591.53	GAXI-7440000-000000280356-1	1	01	0	65000	0	57601	11804	5810	7440000	6,826.18
HOLDING HANDS, BURBANK	000000022686355	20,591.53	GAXI-7440000-000000280358-1	3	01	0	65000	0	57601	11804	5810	7440000	6,958.93
HOLDING HANDS, BURBANK	000000022686355	20,591.53	GAXI-7440000-000000280357-1	2	01	0	65000	0	57601	11804	5810	7440000	6,806.42
HOLLYWOOD SOUND SYSTEMS	202604150567648	54,872.09	GAXI-4320000-000000280125-1	1	01	0	67700	2	11100	10000	6410	4320000	48,179.11
HOLLYWOOD SOUND SYSTEMS	202604150567648	54,872.09	GAXI-4320000-000000280125-1	2	01	0	67700	1	11100	10000	4310	4320000	435.90
HOLLYWOOD SOUND SYSTEMS	202604150567648	54,872.09	GAXI-4320000-000000280125-1	3	01	0	67700	3	11100	10000	4310	4320000	168.53
HOLLYWOOD SOUND SYSTEMS	202604150567648	54,872.09	GAXI-4320000-000000280125-1	4	01	0	67700	2	11100	10000	4410	4320000	6,088.55
ICAN-B	000000022678143	4,406.00	GAXI-7440000-000000280155-1	1	01	0	65000	0	57601	11804	5810	7440000	2,074.00
ICAN-B	000000022678143	4,406.00	GAXI-7440000-000000280156-1	2	01	0	65000	0	57601	11804	5810	7440000	2,332.00
ICAN-B	000000022707308	7,608.08	GAXI-7440000-000000281051-1	1	01	0	65000	0	57601	11804	5810	7440000	26.50
ICAN-B	000000022707308	7,608.08	GAXI-7440000-000000281052-1	2	01	0	65000	0	57601	11804	5810	7440000	3,710.00
ICAN-B	000000022707308	7,608.08	GAXI-7440000-000000281053-1	3	01	0	65000	0	57601	11804	5810	7440000	3,871.58
ICS SERVICE CO.	000000022693097	300.00	GAXI-7520000-000000280556-1	1	01	0	00100	0	00000	83000	5850	7520000	300.00

IDJLA	000000022707309	500.00	GAXI-2060000-000000280689-1	1	01	0	90870	0	00000	27000	5850	2060000	500.00
IGLOO MUSIC CORPORATION	000000022705189	750.00	GAXI-2140000-000000280980-1	1	01	0	90201	0	11100	10000	5880	2140000	750.00
INFINITY BACKFLOW & PLUMBNG SERVICE	000000022681721	275.00	GAXI-7520000-000000280315-1	1	01	0	81500	0	00000	81100	5631	7520000	275.00
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	000000022681722	160.77	GAXI-7520000-000000280234-1	1	01	0	81500	0	00000	81100	4310	7520000	160.77
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	000000022672357	131.55	GAXI-7520000-000000279852-1	1	01	0	81500	0	00000	81100	4310	7520000	131.55
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	000000022712040	1,357.98	GAXI-7520000-000000281107-1	1	01	0	81500	0	00000	81100	4310	7520000	1,357.98
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	000000022721960	273.77	GAXI-7520000-000000281544-1	1	01	0	81500	0	00000	81100	4310	7520000	65.24
INTERMOUNTAIN LOCK AND SECURITY SUPPLY	000000022721960	273.77	GAXI-7520000-000000281545-1	2	01	0	81500	0	00000	81100	4310	7520000	208.53
IN TOUCH BEHAVIORAL SERVICES, LLC	000000022702925	63,772.68	GAXI-7440000-000000280708-1	1	01	0	65000	0	57601	11804	5810	7440000	63,772.68
JACOB LOPEZ-RAZO	000000022707310	11.99	GAXI-7440000-000000281006-1	1	01	0	65200	0	50010	27000	5860	7440000	11.99
JAMES BENTLEY	000000022707311	66.90	GAXI-4310000-000000281003-1	1	01	0	00000	0	17004	10000	4310	4310000	66.90
JENNIFER KLEIN	000000022686358	4,500.00	GAXI-2020000-000000280461-1	1	01	0	67700	2	11100	10000	5810	2020000	4,500.00
JOHNSON, JILL	000000022686359	133.38	GAXI-2150000-000000280428-1	1	01	0	90201	0	11100	10000	4310	2150000	133.38
JOHNSTONE SUPPLY	000000022672358	222.21	GAXI-7520000-000000279853-1	1	01	0	81500	0	00000	81100	4310	7520000	222.21
JOHNSTONE SUPPLY	000000022693099	123.50	GAXI-7520000-000000280557-1	1	01	0	81500	0	00000	81100	4310	7520000	123.50
JOHNSTONE SUPPLY	000000022681723	301.25	GAXI-7520000-000000280235-1	1	01	0	81500	0	00000	81100	4310	7520000	301.25
JOHNSTONE SUPPLY	000000022712041	1,104.95	GAXI-7520000-000000281110-1	3	01	0	81500	0	00000	81100	4310	7520000	96.21
JOHNSTONE SUPPLY	000000022721961	350.21	GAXI-7520000-000000281546-1	1	01	0	81500	0	00000	81100	4310	7520000	177.17
JOHNSTONE SUPPLY	000000022712041	1,104.95	GAXI-7520000-000000281108-1	1	01	0	81500	0	00000	81100	4310	7520000	394.36
JOHNSTONE SUPPLY	000000022721961	350.21	GAXI-7520000-000000281547-1	2	01	0	81500	0	00000	81100	4310	7520000	141.38
JOHNSTONE SUPPLY	000000022712041	1,104.95	GAXI-7520000-000000281109-1	2	01	0	81500	0	00000	81100	4310	7520000	139.66
JOHNSTONE SUPPLY	000000022712041	1,104.95	GAXI-7520000-000000281111-1	4	01	0	81500	0	00000	81100	4310	7520000	474.72
JOHNSTONE SUPPLY	000000022721961	350.21	GAXI-7520000-000000281548-1	3	01	0	81500	0	00000	81100	4310	7520000	31.66
JON WEINBERG	000000022686360	4,300.00	GAXI-2050000-000000280466-1	1	01	0	67700	2	11100	10000	5810	2050000	4,300.00
JOSTENS, INC.	000000022705190	367.14	GAXI-5750000-000000280985-1	1	01	0	00000	0	00000	27000	4310	5750000	14.42
JOSTENS, INC.	000000022672359	182.21	GAXI-5170000-000000279923-1	1	01	0	65000	0	50010	27000	4310	5170000	182.21
JOSTENS, INC.	000000022705190	367.14	GAXI-5750000-000000280986-1	2	01	0	00000	0	00000	27000	4310	5750000	352.72
JOY YOUNG	000000022675900	14,960.00	GAXI-7440000-000000280118-1	1	01	0	65000	0	57601	11804	5810	7440000	14,960.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7520000-000000279881-1	11	01	0	81500	0	00000	81100	4310	7520000	138.13
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7560000-000000279887-1	14	01	0	00000	0	00000	27000	4310	7560000	120.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2130000-000000279888-1	15	01	0	90820	0	11100	10000	5880	2130000	518.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2140000-000000279889-1	16	01	0	90201	0	11100	10000	5880	2140000	770.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279890-1	17	01	0	67700	1	11100	10000	4310	2030000	25.38
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279891-1	18	01	0	67700	1	11100	10000	4310	2030000	154.42
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7520000-000000279893-1	20	01	0	81500	0	00000	81100	4310	7520000	69.09
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279901-1	25	01	0	26000	0	00000	37000	4710	7420000	44.65
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279902-1	26	01	0	26000	0	00000	37000	4710	7420000	728.20
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7460000-000000279871-1	3	01	0	90202	0	11100	10000	4310	7460000	1,105.54
JPMORGAN CHASE BANK	000000022675901	5,895.00	GAXI-7460000-000000279905-1	1	01	0	63850	2	38000	10000	5815	7460000	2,442.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2020000-000000279912-1	29	01	0	00000	0	11100	10000	4310	2020000	39.16
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279914-1	31	01	0	26000	0	00000	37000	4710	7420000	36.44
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2050000-000000279916-1	33	01	0	00000	0	11100	10000	4310	2050000	313.57
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2050000-000000279917-1	34	01	0	90870	0	11100	10000	4310	2050000	78.20
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279872-1	4	01	0	74130	0	11100	10000	5220	7420000	2,727.58
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279919-1	35	01	0	90201	0	11100	10000	4210	2030000	14.22
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7520000-000000279921-1	36	01	0	81500	0	00000	81100	4310	7520000	134.12
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2150000-000000279924-1	38	01	0	90201	0	11100	10000	4310	2150000	1,035.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279927-1	39	01	0	67700	1	11100	10000	4310	2030000	61.88
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279929-1	40	01	0	67700	1	11100	10000	4310	2030000	61.88
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7550000-000000279931-1	41	01	0	00000	0	00000	72000	5880	7550000	249.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279873-1	5	01	0	74130	0	11100	10000	5220	7420000	1,176.60
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7520000-000000279984-1	68	01	0	81500	0	00000	81100	4310	7520000	319.76
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279933-1	43	01	0	26000	0	00000	37000	4710	7420000	35.06
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7440000-000000279934-1	44	01	0	65000	0	57602	11907	4310	7440000	1,690.95
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7420000-000000279936-1	46	01	0	26000	0	00000	37000	4710	7420000	42.08
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-4310000-000000279939-1	49	01	0	67700	2	17003	10000	4310	4310000	107.09
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7520000-000000279874-1	6	01	0	81500	0	00000	81100	4310	7520000	77.34
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-4310000-000000279940-1	50	01	0	67700	2	17003	10000	4310	4310000	80.60
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-4310000-000000279941-1	51	01	0	67700	2	17003	10000	4310	4310000	105.99
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2150000-000000279942-1	52	01	0	90870	0	11100	10000	4310	2150000	112.13
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7440000-000000279944-1	54	01	0	65000	0	57602	11907	4310	7440000	203.66
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2150000-000000279945-1	55	01	0	90870	0	11100	10000	4310	2150000	86.58

JPMORGAN CHASE BANK	000000022675901	5,895.00	GAXI-7420000-000000279946-1	2	01	0	00000	0	00000	24200	5840	7420000	99.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2130000-000000279947-1	56	01	0	65000	0	57602	11100	4310	2130000	32.27
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279875-1	7	01	0	67700	1	11100	10000	4310	2030000	17.63
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279950-1	58	01	0	90201	0	11100	10000	4210	2030000	29.38
JPMORGAN CHASE BANK	000000022675901	5,895.00	GAXI-3220000-000000279951-1	3	01	0	30100	1	00000	27000	5220	3220000	1,118.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-3200000-000000279952-1	59	01	0	00000	0	11100	10000	4310	3200000	93.88
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7470000-000000279955-1	62	01	0	00000	0	00000	72000	4310	7470000	365.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7470000-000000279956-1	63	01	0	00000	0	00000	72000	4310	7470000	290.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-2030000-000000279876-1	8	01	0	67700	1	11100	10000	4310	2030000	19.88
JPMORGAN CHASE BANK	000000022675901	5,895.00	GAXI-3220000-000000279960-1	4	01	0	30100	1	00000	27000	5220	3220000	2,236.00
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7450000-000000279877-1	9	01	0	00000	0	00000	72000	5220	7450000	103.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7730000-000000281359-1	10	01	0	00000	0	00000	77000	4310	7730000	108.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7420000-000000281363-1	14	01	0	26000	0	00000	37000	4710	7420000	107.93
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7520000-000000281375-1	22	01	0	81500	0	00000	81100	4310	7520000	874.17
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7520000-000000281376-1	23	01	0	81500	0	00000	81100	4310	7520000	537.09
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7560000-000000281378-1	25	01	0	00000	0	00000	27000	4310	7560000	182.84
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7560000-000000281379-1	26	01	0	00000	0	00000	27000	4310	7560000	271.93
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7560000-000000281380-1	27	01	0	00000	0	00000	27000	4310	7560000	194.19
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7560000-000000281382-1	28	01	0	00000	0	00000	27000	4310	7560000	253.68
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-2060000-000000281384-1	29	01	0	90870	0	11100	10000	4310	2060000	255.67
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7460000-000000281389-1	33	01	0	90203	0	11100	10000	4310	7460000	698.09
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-2140000-000000281390-1	34	01	0	00000	0	11100	10000	4310	2140000	161.71
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7520000-000000281393-1	37	01	0	81500	0	00000	81100	4310	7520000	556.90
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-2150000-000000281396-1	40	01	0	42030	1	47600	10000	4310	2150000	152.40
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-2030000-000000281398-1	42	01	0	00000	0	11100	10000	4310	2030000	180.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-2050000-000000281399-1	43	01	0	00000	0	11100	10000	4310	2050000	417.67
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7910000-000000281400-1	44	01	0	06350	0	38000	10000	5220	7910000	1,851.10
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7450000-000000281401-1	45	01	0	30100	2	00000	72000	5880	7450000	250.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7410000-000000281408-1	52	01	0	00000	0	00000	27000	5220	7410000	290.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7520000-000000281410-1	54	01	0	81500	0	00000	81100	4310	7520000	179.36
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7460000-000000281411-1	55	01	0	63870	0	38000	10000	5220	7460000	1,840.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7550000-000000281412-1	56	01	0	00000	0	00000	72000	5880	7550000	290.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7420000-000000281418-1	60	01	0	26000	0	00000	37000	4710	7420000	275.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7560000-000000281427-1	67	01	0	00000	0	00000	27000	4310	7560000	2,150.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7730000-000000281430-1	69	01	0	00000	0	00000	77000	4310	7730000	468.00
J TAYLOR EDUCATION, INC.	000000022686357	4,500.00	GAXI-2010000-000000280451-1	1	01	0	62660	0	47601	10000	5810	2010000	4,500.00
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2010000-000000280967-1	1	01	0	62660	0	11100	21504	4210	2010000	288.36
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2020000-000000280967-1	2	01	0	00000	0	11100	21504	4210	2020000	115.35
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2030000-000000280967-1	3	01	0	00000	0	11100	21504	4210	2030000	115.35
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2050000-000000280967-1	4	01	0	00000	0	11100	21504	4210	2050000	173.02
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2090000-000000280967-1	5	01	0	30100	2	11100	21504	4210	2090000	173.02
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2130000-000000280967-1	6	01	0	30100	2	11100	21504	4210	2130000	173.02
KAGAN PUBLISHING	000000022707312	1,211.14	GAXI-2160000-000000280967-1	7	01	0	30100	2	11100	21504	4210	2160000	173.02
KAITLYN MALINOVSKY	000000022707313	364.89	GAXI-4310000-000000281015-1	1	01	0	00000	0	12000	10000	4310	4310000	364.89
KAREN KAMBOURIAN	000000022672361	4,880.00	GAXI-7440000-000000279965-1	1	01	0	65460	0	57601	11800	5810	7440000	1,280.00
KAREN KAMBOURIAN	000000022672361	4,880.00	GAXI-7440000-000000279966-1	2	01	0	65460	0	57601	11800	5810	7440000	3,600.00
KAREN KAMBOURIAN	000000022686361	3,600.00	GAXI-7440000-000000280363-1	1	01	0	65460	0	57601	11800	5810	7440000	3,600.00
KAREN KAMBOURIAN	000000022702926	3,600.00	GAXI-7440000-000000280660-1	1	01	0	65460	0	57601	11800	5810	7440000	3,600.00
KAREN KAMBOURIAN	000000022707314	3,600.00	GAXI-7440000-000000281048-1	1	01	0	65460	0	57601	11800	5810	7440000	3,600.00
KAREN KAMBOURIAN	000000022719216	2,880.00	GAXI-7440000-000000281434-1	1	01	0	65460	0	57601	11800	5810	7440000	2,880.00
KAREN LYNN EPPORT	000000022707315	5,000.00	GAXI-7440000-000000281067-1	1	01	0	65000	0	57602	11901	5850	7440000	5,000.00
KAUR, HARJOT	000000022686362	268.23	GAXI-4320000-000000280435-1	1	01	0	42030	1	47600	10000	5890	4320000	268.23
KEITH KNOOP	000000022678144	204.67	GAXI-4320000-000000280131-1	1	01	0	00000	0	11100	10000	5210	4320000	204.67
KELLY SPICERS STORES	000000022707316	913.57	GAXI-7570000-000000281041-1	2	01	0	00000	0	00000	75500	4310	7570000	409.87
KELLY SPICERS STORES	000000022707316	913.57	GAXI-7570000-000000281040-1	1	01	0	00000	0	00000	75500	4310	7570000	503.70
KENNETH KNOOP	000000022681724	480.97	GAXI-4320000-000000280181-1	1	01	0	00000	0	00000	27000	5210	4320000	480.97
LA CITY CAB LLC	202604080564928	24,977.50	GAXI-7440000-000000280360-1	1	01	0	07240	0	50010	36000	5812	7440000	24,977.50
LAGUNA CLAY CO	000000022693100	544.29	GAXI-2140000-000000280467-1	1	01	0	90201	0	11100	10000	4310	2140000	544.29
LALICATA, TRACI	000000022702927	3,000.00	GAXI-2060000-000000280744-1	1	01	0	90870	0	11100	10000	5810	2060000	3,000.00
LA SPEECH PATHOLOGY SERVICES, INC	000000022719217	2,100.00	GAXI-7440000-000000281487-1	1	01	0	65000	0	57601	11804	5810	7440000	2,100.00
LAURA VINYARD	000000022686363	505.42	GAXI-2160000-000000280439-1	1	01	0	00000	0	11100	10000	4310	2160000	505.42
LAURA VINYARD	000000022707317	42.85	GAXI-2160000-000000281010-1	1	01	0	00000	0	11100	10000	4310	2160000	42.85

LENORA AGUILERA	000000022681725	260.79	GAXI-7720000-000000280183-1	1	01	0	00000	0	00000	31400	5210	7720000	128.69
LENORA AGUILERA	000000022681725	260.79	GAXI-7720000-000000280190-1	2	01	0	00000	0	00000	31400	5210	7720000	132.10
LEONIS ADOBE MUSEUM	000000022721962	706.00	GAXI-2020000-000000281611-1	1	01	0	90201	0	11100	10000	5880	2020000	706.00
LEONIS ADOBE MUSEUM	000000022697848	1,056.00	GAXI-2140000-000000280670-1	1	01	0	90201	0	11100	10000	5880	2140000	1,056.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280416-1	1	01	0	65000	0	57602	11901	5850	7440000	9,533.25
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280659-1	1	01	0	65000	0	57602	11901	5850	7440000	386.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280084-1	1	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280085-1	2	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280086-1	3	01	0	65000	0	57602	11901	5850	7440000	412.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280087-1	4	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280088-1	5	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280089-1	6	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280093-1	9	01	0	65000	0	57602	11901	5850	7440000	8,435.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280090-1	7	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280091-1	8	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280095-1	11	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280096-1	12	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280097-1	13	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280094-1	10	01	0	65000	0	57602	11901	5850	7440000	412.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280098-1	14	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022675902	13,462.00	GAXI-7440000-000000280099-1	15	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280417-1	2	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280419-1	3	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280420-1	4	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022678145	3,971.08	GAXI-7440000-000000280151-1	1	01	0	65000	0	57602	11901	5850	7440000	142.50
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280421-1	5	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280422-1	6	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022678145	3,971.08	GAXI-7440000-000000280152-1	2	01	0	65000	0	57602	11901	5850	7440000	3,828.58
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280423-1	7	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280424-1	8	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280426-1	10	01	0	65000	0	57602	11901	5850	7440000	279.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280427-1	11	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022686364	12,725.25	GAXI-7440000-000000280425-1	9	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280788-1	2	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280789-1	3	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281504-1	1	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281505-1	2	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280790-1	4	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280791-1	5	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280792-1	6	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280793-1	7	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280794-1	8	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280797-1	11	01	0	65000	0	57602	11901	5850	7440000	2,761.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280795-1	9	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280796-1	10	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280802-1	16	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280801-1	15	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280800-1	14	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280799-1	13	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280798-1	12	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280803-1	17	01	0	65000	0	57602	11901	5850	7440000	482.46
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280805-1	19	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280804-1	18	01	0	65000	0	57602	11901	5850	7440000	475.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280807-1	21	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280806-1	20	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280812-1	26	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280811-1	25	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280810-1	24	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280809-1	23	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022702928	11,910.46	GAXI-7440000-000000280808-1	22	01	0	65000	0	57602	11901	5850	7440000	774.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281509-1	6	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281508-1	5	01	0	65000	0	57602	11901	5850	7440000	403.00

LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281507-1	4	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281506-1	3	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281510-1	7	01	0	65000	0	57602	11901	5850	7440000	403.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281515-1	12	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281514-1	11	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281513-1	10	01	0	65000	0	57602	11901	5850	7440000	387.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281512-1	9	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281511-1	8	01	0	65000	0	57602	11901	5850	7440000	403.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281522-1	19	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281521-1	18	01	0	65000	0	57602	11901	5850	7440000	402.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281520-1	17	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281519-1	16	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281518-1	15	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281523-1	20	01	0	65000	0	57602	11901	5850	7440000	2,519.22
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281517-1	14	01	0	65000	0	57602	11901	5850	7440000	273.00
LEO ROSENBLUM & ASSOCIATES	000000022719218	9,326.22	GAXI-7440000-000000281516-1	13	01	0	65000	0	57602	11901	5850	7440000	387.00
LEVEL 3 COMMUNICATIONS LLC	000000022693101	1,061.56	GAXI-7400000-000000280569-1	1	01	0	00000	0	00000	72000	5910	7400000	1,061.56
LIBRE SCHOOL SERVICES	000000022702929	8,430.00	GAXI-4310000-000000280902-1	1	01	0	00000	0	17006	10000	5812	4310000	1,500.00
LIBRE SCHOOL SERVICES	000000022702929	8,430.00	GAXI-4320000-000000280923-1	3	01	0	00000	0	15001	42000	5811	4320000	5,400.00
LIBRE SCHOOL SERVICES	000000022697849	575.00	GAXI-4320000-000000280656-1	1	01	0	00000	0	17006	10000	5811	4320000	65.00
LIBRE SCHOOL SERVICES	000000022697849	575.00	GAXI-4320000-000000280656-1	2	01	0	90215	0	17006	41002	5811	4320000	510.00
LIBRE SCHOOL SERVICES	000000022721963	2,975.00	GAXI-4320000-000000281068-1	1	01	0	90215	0	17006	41002	5811	4320000	451.00
LIBRE SCHOOL SERVICES	000000022721963	2,975.00	GAXI-4320000-000000281068-1	2	01	0	90904	0	17006	41002	5811	4320000	2,524.00
LIBRE SCHOOL SERVICES	000000022702929	8,430.00	GAXI-4310000-000000280905-1	2	01	0	00000	0	11100	41000	5812	4310000	625.00
LIBRE SCHOOL SERVICES	000000022707318	11,630.00	GAXI-4320000-000000280983-1	2	01	0	90904	0	15001	42000	5811	4320000	5,892.50
LIBRE SCHOOL SERVICES	000000022702929	8,430.00	GAXI-4320000-000000280925-1	4	01	0	90215	0	17006	41002	5811	4320000	905.00
LIBRE SCHOOL SERVICES	000000022707318	11,630.00	GAXI-4320000-000000280982-1	1	01	0	90904	0	15001	42000	5811	4320000	5,737.50
LIGHTSPEED TECHNOLOGIES	000000022672362	2,892.48	GAXI-7730000-000000279883-1	1	01	0	00000	0	00000	77000	4410	7730000	2,892.48
LINDE GAS & EQUIPMENT INC	000000022672363	52.43	GAXI-7520000-000000279854-1	1	01	0	81500	0	00000	81100	5631	7520000	3.00
LINDE GAS & EQUIPMENT INC	000000022672363	52.43	GAXI-7520000-000000279854-1	2	01	0	81500	0	00000	81100	4310	7520000	7.49
LINDE GAS & EQUIPMENT INC	000000022672363	52.43	GAXI-7520000-000000279854-1	3	01	0	81500	0	00000	81100	4381	7520000	41.94
LINDE GAS & EQUIPMENT INC	000000022693102	56.17	GAXI-7520000-000000280558-1	1	01	0	81500	0	00000	81100	5631	7520000	3.21
LINDE GAS & EQUIPMENT INC	000000022693102	56.17	GAXI-7520000-000000280558-1	2	01	0	81500	0	00000	81100	4310	7520000	8.02
LINDE GAS & EQUIPMENT INC	000000022693102	56.17	GAXI-7520000-000000280558-1	3	01	0	81500	0	00000	81100	4381	7520000	44.94
LINGUABEE LLC	000000022672364	954.00	GAXI-7550000-000000279999-1	3	01	0	00000	0	00000	72000	5850	7550000	318.00
LINGUABEE LLC	000000022707319	29,733.00	GAXI-7440000-000000281043-1	2	01	0	65000	0	57602	11901	5850	7440000	7,632.00
LINGUABEE LLC	000000022719219	27,952.00	GAXI-7440000-000000281526-1	2	01	0	65000	0	57602	11901	5850	7440000	7,632.00
LINGUABEE LLC	000000022719219	27,952.00	GAXI-7440000-000000281346-1	1	01	0	65000	0	57602	11901	5850	7440000	7,685.00
LINGUABEE LLC	000000022707319	29,733.00	GAXI-7440000-000000281044-1	3	01	0	65000	0	57602	11901	5850	7440000	7,579.00
LINGUABEE LLC	000000022672364	954.00	GAXI-7550000-000000279997-1	2	01	0	00000	0	00000	72000	5850	7550000	318.00
LINGUABEE LLC	000000022707319	29,733.00	GAXI-7440000-000000281045-1	4	01	0	65000	0	57602	11901	5850	7440000	7,632.00
LINGUABEE LLC	000000022707319	29,733.00	GAXI-7440000-000000281042-1	1	01	0	65000	0	57602	11901	5850	7440000	6,890.00
LINGUABEE LLC	000000022672364	954.00	GAXI-7550000-000000279996-1	1	01	0	00000	0	00000	72000	5850	7550000	318.00
LINGUABEE LLC	000000022719219	27,952.00	GAXI-7440000-000000281527-1	3	01	0	65000	0	57602	11901	5850	7440000	12,635.00
LION EXPRESS	000000022697850	1,656.25	GAXI-4320000-000000280654-1	1	01	0	00000	0	15001	42000	5811	4320000	1,656.25
LITERACY RESOURCES LLC	000000022719220	110.35	GAXI-7420000-000000281300-1	1	01	0	00000	0	11100	10000	4310	7420000	110.35
LITTLE FREE LIBRARY LTD.	000000022693103	459.95	GAXI-2160000-000000280480-1	1	01	0	90704	0	11100	10000	4310	2160000	459.95
LORI PACINO	000000022707320	107.06	GAXI-3220000-000000281004-1	1	01	0	90201	0	11100	10000	4395	3220000	107.06
LORI SCHLEINKOFER	000000022681726	82.60	GAXI-7440000-000000280182-1	1	01	0	65200	0	50010	21000	5210	7440000	13.65
LORI SCHLEINKOFER	000000022681726	82.60	GAXI-7440000-000000280188-1	2	01	0	65200	0	50010	21000	5210	7440000	68.95
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280956-1	1	01	0	65460	0	57601	11800	5810	7440000	1,008.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280957-1	2	01	0	65460	0	57601	11800	5810	7440000	432.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280958-1	3	01	0	65460	0	57601	11800	5810	7440000	384.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280959-1	4	01	0	65460	0	57601	11800	5810	7440000	1,080.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280960-1	5	01	0	65460	0	57601	11800	5810	7440000	1,056.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280961-1	6	01	0	65460	0	57601	11800	5810	7440000	1,464.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280962-1	7	01	0	65460	0	57601	11800	5810	7440000	912.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280963-1	8	01	0	65460	0	57601	11800	5810	7440000	144.00
Los Angeles Lockbox	000000022707322	6,888.00	GAXI-7440000-000000280964-1	9	01	0	65460	0	57601	11800	5810	7440000	408.00
Los Angeles Lockbox	000000022702932	19,946.46	GAXI-7440000-000000280713-1	1	01	0	65000	0	57601	11804	5810	7440000	10,667.97
Los Angeles Lockbox	000000022702932	19,946.46	GAXI-7440000-000000280714-1	2	01	0	65000	0	57601	11804	5810	7440000	9,278.49
LOZANO SMITH	000000022689167	17,665.93	GAXI-7400000-000000280342-1	1	01	0	00000	0	00000	72000	5820	7400000	9,057.68

LOZANO SMITH	000000022689167	17,665.93	GAXI-7440000-000000280343-1	2	01	0	65000	0	50010	21000	5820	7440000	861.00
LOZANO SMITH	000000022689167	17,665.93	GAXI-7440000-000000280344-1	3	01	0	65000	0	50010	21000	5820	7440000	3,736.75
LOZANO SMITH	000000022689167	17,665.93	GAXI-7400000-000000280345-1	4	01	0	00000	0	00000	72000	5820	7400000	738.00
LOZANO SMITH	000000022689167	17,665.93	GAXI-7440000-000000280353-1	5	01	0	65000	0	50010	21000	5820	7440000	3,272.50
LOZANO SMITH	000000022691317	1,025.00	GAXI-7400000-000000280354-1	1	01	0	00000	0	00000	72000	5820	7400000	779.00
LOZANO SMITH	000000022691317	1,025.00	GAXI-7400000-000000280355-1	2	01	0	00000	0	00000	72000	5820	7400000	246.00
LOZANO SMITH	000000022721964	53,215.25	GAXI-7400000-000000281440-1	1	01	0	00000	0	00000	72000	5820	7400000	52,556.25
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280661-1	1	01	0	00000	0	00000	72000	5820	7400000	4,355.37
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280661-1	2	01	0	65000	0	50010	21000	5820	7440000	1,708.88
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280662-1	4	01	0	00000	0	00000	72000	5820	7400000	3,107.97
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280662-1	5	01	0	65000	0	50010	21000	5820	7440000	1,219.45
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280663-1	7	01	0	00000	0	00000	72000	5820	7400000	10,642.07
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280663-1	8	01	0	65000	0	50010	21000	5820	7440000	4,175.53
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280664-1	10	01	0	00000	0	00000	72000	5820	7400000	343.03
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280664-1	11	01	0	65000	0	50010	21000	5820	7440000	134.59
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280665-1	13	01	0	00000	0	00000	72000	5820	7400000	343.03
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280665-1	14	01	0	65000	0	50010	21000	5820	7440000	134.59
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280666-1	16	01	0	00000	0	00000	72000	5820	7400000	343.03
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280666-1	17	01	0	65000	0	50010	21000	5820	7440000	134.59
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280667-1	19	01	0	00000	0	00000	72000	5820	7400000	1,187.02
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280667-1	20	01	0	65000	0	50010	21000	5820	7440000	465.74
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280668-1	22	01	0	00000	0	00000	72000	5820	7400000	6,045.26
LOZANO SMITH	000000022707321	36,895.17	GAXI-7440000-000000280668-1	23	01	0	65000	0	50010	21000	5820	7440000	2,371.93
LOZANO SMITH	000000022721964	53,215.25	GAXI-7400000-000000281449-1	2	01	0	00000	0	00000	72000	5820	7400000	659.00
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280669-1	1	01	0	00000	0	00000	72000	5820	7400000	2,898.58
LOZANO SMITH	000000022712042	21,167.94	GAXI-7440000-000000280669-1	2	01	0	65000	0	50010	21000	5820	7440000	1,137.29
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280671-1	4	01	0	00000	0	00000	72000	5820	7400000	1,256.65
LOZANO SMITH	000000022712042	21,167.94	GAXI-7440000-000000280671-1	5	01	0	65000	0	50010	21000	5820	7440000	493.06
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280672-1	7	01	0	00000	0	00000	72000	5820	7400000	1,881.64
LOZANO SMITH	000000022712042	21,167.94	GAXI-7440000-000000280672-1	8	01	0	65000	0	50010	21000	5820	7440000	738.29
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280673-1	10	01	0	00000	0	00000	72000	5820	7400000	9,090.58
LOZANO SMITH	000000022712042	21,167.94	GAXI-7440000-000000280673-1	11	01	0	65000	0	50010	21000	5820	7440000	3,566.79
LUKE ANDERSON	000000022702930	2,885.00	GAXI-7540000-000000280750-1	7	01	0	26000	0	11100	10000	5810	7540000	822.50
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2010000-000000280035-1	5	01	0	30100	2	11100	10000	5810	2010000	277.65
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2010000-000000280035-1	6	01	0	30100	1	11100	10000	5810	2010000	127.35
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2010000-000000280746-1	2	01	0	30100	2	11100	10000	5810	2010000	308.50
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2010000-000000280746-1	3	01	0	30100	1	11100	10000	5810	2010000	141.50
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2020000-000000280036-1	7	01	0	90870	0	11100	10000	5810	2020000	300.00
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2020000-000000280745-1	1	01	0	90870	0	11100	10000	5810	2020000	300.00
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2030000-000000280034-1	4	01	0	90870	0	11100	10000	5810	2030000	405.00
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2030000-000000280747-1	4	01	0	90870	0	11100	10000	5810	2030000	337.50
LUKE ANDERSON	000000022686365	2,330.00	GAXI-2090000-000000280446-1	4	01	0	30100	2	11100	10000	5810	2090000	400.00
LUKE ANDERSON	000000022721965	700.00	GAXI-2090000-000000281601-1	1	01	0	30100	2	11100	10000	5810	2090000	400.00
LUKE ANDERSON	000000022686365	2,330.00	GAXI-2100000-000000280441-1	1	01	0	30100	2	11100	10000	5810	2100000	630.00
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2100000-000000280031-1	1	01	0	30100	2	11100	10000	5810	2100000	630.00
LUKE ANDERSON	000000022686365	2,330.00	GAXI-2100000-000000280442-1	2	01	0	30100	2	11100	10000	5810	2100000	900.00
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2100000-000000280749-1	6	01	0	30100	2	11100	10000	5810	2100000	675.00
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2130000-000000280033-1	3	01	0	00000	0	11100	10000	5810	2130000	337.50
LUKE ANDERSON	000000022672365	2,337.50	GAXI-2150000-000000280032-1	2	01	0	00000	0	11100	10000	5810	2150000	260.00
LUKE ANDERSON	000000022721965	700.00	GAXI-2150000-000000281612-1	2	01	0	00000	0	11100	10000	5810	2150000	300.00
LUKE ANDERSON	000000022686365	2,330.00	GAXI-2160000-000000280445-1	3	01	0	90870	0	11100	10000	5810	2160000	400.00
LUKE ANDERSON	000000022702930	2,885.00	GAXI-2160000-000000280748-1	5	01	0	90870	0	11100	10000	5810	2160000	300.00
MACKIN EDUCATIONAL RESOURCES	000000022719222	332.20	GAXI-2010000-000000281158-1	1	01	0	90201	0	00000	24200	4210	2010000	332.20
MAGIC JUMP RENTALS, INC.	000000022681727	2,110.30	GAXI-2150000-000000280341-1	2	01	0	90870	0	11100	10000	4310	2150000	590.30
MAGIC JUMP RENTALS, INC.	000000022681727	2,110.30	GAXI-2030000-000000280325-1	1	01	0	90870	0	11100	10000	4310	2030000	1,520.00
MARENEM INC	000000022719223	732.05	GAXI-2030000-000000281168-1	1	01	0	30100	2	11100	10000	4310	2030000	732.05
MARINE KARAPETYAN	000000022686366	27.73	GAXI-2030000-000000280431-1	1	01	0	00000	0	11100	10000	4310	2030000	27.73
MARIPOSA TREE MANAGEMENT INC	000000022672366	5,400.00	GAXI-7520000-000000280002-1	1	01	0	81500	0	00000	81100	5631	7520000	5,400.00
MATH STACKERS INC.	000000022697851	395.00	GAXI-7460000-000000280687-1	1	01	0	90202	0	11100	10000	4310	7460000	395.00
MATTERHACKERS INC	000000022672367	265.20	GAXI-7460000-000000279978-1	1	01	0	90203	0	11100	10000	4310	7460000	265.20
MB DANCE INC	000000022686367	15,525.00	GAXI-2100000-000000280453-1	1	01	0	67700	1	11100	10000	5810	2100000	15,525.00
MB DANCE INC	000000022672368	11,740.00	GAXI-7420000-000000279949-1	1	01	0	26000	0	11100	10000	5810	7420000	11,740.00

MCCALLA COMPANY JANITORIAL SUPPLIES	000000022712043	5,120.79	GAXI-7520000-000000281112-1	1	01	0	00100	0	00000	82100	4310	7520000	5,120.79
MCCALLA COMPANY JANITORIAL SUPPLIES	000000022693104	1,658.83	GAXI-7520000-000000280559-1	1	01	0	00100	0	00000	82100	4310	7520000	1,658.83
MICHAEL AND LEAH CARBONE	000000022702933	5,885.00	GAXI-7440000-000000280737-1	1	01	0	65000	0	57601	11804	5810	7440000	5,885.00
MOONSHINE CONSULTANTS INC	000000022707324	20,790.00	GAXI-7440000-000000280953-1	1	01	0	65000	0	57601	11804	5810	7440000	7,875.00
MOONSHINE CONSULTANTS INC	000000022707324	20,790.00	GAXI-7440000-000000281069-1	2	01	0	65000	0	57601	11804	5810	7440000	12,915.00
MULTI - HEALTH SYSTEMS	000000022702934	1,937.50	GAXI-7440000-000000280864-1	1	01	0	00000	0	11100	31600	4311	7440000	1,937.50
MULTI - HEALTH SYSTEMS	000000022707325	1,100.00	GAXI-7440000-000000280918-1	1	01	0	00000	0	11100	31600	4311	7440000	1,100.00
MUSCO CORPORATION	000000022672369	6,130.30	GAXI-7520000-000000280001-1	1	01	0	81500	0	00000	81100	5631	7520000	6,130.30
MUTUAL OF OMAHA	000000022702935	6,551.47	GAXI-0000000-000000280895-1	1	01	0	00000	0	00000	00000	9530	0000000	6,551.47
MUTUAL OF OMAHA	000000022681728	10,004.95	GAXI-0000000-000000280197-1	1	01	0	00000	0	00000	00000	9530	0000000	10,004.95
MUTUAL OF OMAHA	000000022681729	6,802.00	GAXI-0000000-000000280203-1	1	01	0	00000	0	00000	00000	9530	0000000	6,802.00
MYBASEPAY USA LLC	000000022675903	7,174.00	GAXI-7440000-000000280049-1	2	01	0	65000	0	57601	11804	5810	7440000	1,266.00
MYBASEPAY USA LLC	000000022675903	7,174.00	GAXI-7440000-000000280048-1	1	01	0	65000	0	57601	11804	5810	7440000	1,266.00
MYBASEPAY USA LLC	000000022675903	7,174.00	GAXI-7440000-000000280050-1	3	01	0	65000	0	57601	11804	5810	7440000	4,642.00
MYBASEPAY USA LLC	000000022702936	5,486.00	GAXI-7440000-000000280740-1	1	01	0	65000	0	57601	11804	5810	7440000	5,486.00
MYBASEPAY USA LLC	000000022707326	5,486.00	GAXI-7440000-000000280917-1	1	01	0	65000	0	57601	11804	5810	7440000	5,486.00
MYSTERY SCIENCE	000000022675904	1,695.00	GAXI-2100000-000000280112-1	1	01	0	30100	1	11100	10000	5840	2100000	1,695.00
NAPA AUTO PARTS	000000022672370	1,202.19	GAXI-7520000-000000279855-1	1	01	0	81500	0	00000	81100	4310	7520000	39.76
NAPA AUTO PARTS	000000022672370	1,202.19	GAXI-7520000-000000279856-1	2	01	0	81500	0	00000	81100	4310	7520000	224.88
NAPA AUTO PARTS	000000022672370	1,202.19	GAXI-7520000-000000279857-1	3	01	0	81500	0	00000	81100	4310	7520000	912.12
NAPA AUTO PARTS	000000022672370	1,202.19	GAXI-7520000-000000279858-1	4	01	0	81500	0	00000	81100	4310	7520000	25.43
NAPA AUTO PARTS	000000022693105	813.00	GAXI-7520000-000000280560-1	1	01	0	81500	0	00000	81100	4310	7520000	279.52
NAPA AUTO PARTS	000000022693105	813.00	GAXI-7520000-000000280561-1	2	01	0	81500	0	00000	81100	4310	7520000	533.48
NAPA AUTO PARTS	000000022712045	1,005.58	GAXI-7520000-000000281137-1	2	01	0	81500	0	00000	81100	4310	7520000	562.61
NAPA AUTO PARTS	000000022712045	1,005.58	GAXI-7520000-000000281136-1	1	01	0	81500	0	00000	81100	4310	7520000	55.60
NAPA AUTO PARTS	000000022712045	1,005.58	GAXI-7520000-000000281138-1	3	01	0	81500	0	00000	81100	4310	7520000	387.37
NATIONAL SCIENCE TEACHERS ASSOCIATION	000000022721966	1,827.00	GAXI-7420000-000000280204-1	1	01	0	40350	1	11100	10000	5220	7420000	1,827.00
NCS PEARSON INC	000000022719224	5,417.59	GAXI-7440000-000000281525-1	2	01	0	00000	0	11100	31600	4311	7440000	2,592.99
NCS PEARSON INC	000000022719224	5,417.59	GAXI-7440000-000000281524-1	1	01	0	00000	0	11100	31600	4311	7440000	2,824.60
NEXTDAY DELIVERY SERIVCE	000000022693106	116.57	GAXI-7400000-000000280486-1	1	01	0	00000	0	00000	72000	5920	7400000	116.57
NICOLE WINSBORO	000000022686369	150.00	GAXI-2020000-000000280430-1	1	01	0	90870	0	11100	10000	4310	2020000	150.00
NORTHPOINT DAY TREATMENT SCHOOL	000000022707328	9,189.06	GAXI-7440000-000000280955-1	1	01	0	65000	0	57601	11800	5810	7440000	8,230.14
NORTHPOINT DAY TREATMENT SCHOOL	000000022707328	9,189.06	GAXI-7440000-000000280955-1	2	01	0	65460	0	57601	11800	5810	7440000	958.92
NTT AMERICA INC	000000022712046	7,008.00	GAXI-7401000-000000281083-1	1	01	0	00000	0	00000	77000	5840	7401000	7,008.00
NURTURING NESTS THERAPY CENTER	202604280572571	41,672.05	GAXI-7440000-000000281477-1	1	01	0	65000	0	57601	11804	5810	7440000	41,672.05
NURTURING NESTS THERAPY CENTER INC	000000022675905	82,263.94	GAXI-7440000-000000280020-1	1	01	0	65000	0	57601	11804	5810	7440000	35,815.28
NURTURING NESTS THERAPY CENTER INC	000000022675905	82,263.94	GAXI-7440000-000000280021-1	2	01	0	65000	0	57601	11804	5810	7440000	20,313.63
NURTURING NESTS THERAPY CENTER INC	000000022707329	42,290.44	GAXI-7440000-000000280910-1	2	01	0	65000	0	57601	11804	5810	7440000	40,625.44
NURTURING NESTS THERAPY CENTER INC	000000022675905	82,263.94	GAXI-7440000-000000280022-1	3	01	0	65000	0	57601	11804	5810	7440000	26,135.03
NURTURING NESTS THERAPY CENTER INC	000000022707329	42,290.44	GAXI-7440000-000000280909-1	1	01	0	65000	0	57601	11804	5810	7440000	1,665.00
NURTURING NESTS THERAPY CENTER INC	000000022702937	80,498.17	GAXI-7440000-000000280709-1	1	01	0	65000	0	57601	11804	5810	7440000	23,057.17
NURTURING NESTS THERAPY CENTER INC	000000022702937	80,498.17	GAXI-7440000-000000280710-1	2	01	0	65000	0	57601	11804	5810	7440000	23,294.17
NURTURING NESTS THERAPY CENTER INC	000000022702937	80,498.17	GAXI-7440000-000000280711-1	3	01	0	65000	0	57601	11804	5810	7440000	28,597.10
NURTURING NESTS THERAPY CENTER INC	000000022702937	80,498.17	GAXI-7440000-000000280712-1	4	01	0	65000	0	57601	11804	5810	7440000	5,549.73
NURTURING NESTS THERAPY CENTER INC	000000022719225	90,359.23	GAXI-7440000-000000281473-1	1	01	0	65000	0	57601	11804	5810	7440000	42,809.98
NURTURING NESTS THERAPY CENTER INC	000000022719225	90,359.23	GAXI-7440000-000000281476-1	2	01	0	65000	0	57601	11804	5810	7440000	47,549.25
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280229-1	13	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280219-1	7	01	0	00000	0	11100	10000	5861	7550000	140.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280227-1	11	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280220-1	8	01	0	00000	0	11100	10000	5861	7550000	210.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280218-1	6	01	0	00000	0	11100	10000	5861	7550000	140.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280211-1	1	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280223-1	9	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280228-1	12	01	0	00000	0	11100	10000	5861	7550000	140.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280226-1	10	01	0	00000	0	11100	10000	5861	7550000	490.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280215-1	3	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280217-1	5	01	0	00000	0	11100	10000	5861	7550000	70.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280216-1	4	01	0	00000	0	11100	10000	5861	7550000	140.00
OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA	000000022686370	1,750.00	GAXI-7550000-000000280214-1	2	01	0	00000	0	11100	10000	5861	7550000	70.00
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022686371	188.09	GAXI-7450000-000000280368-1	1	01	0	00000	0	00000	72000	4310	7450000	54.40
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022686371	188.09	GAXI-7450000-000000280370-1	2	01	0	00000	0	00000	72000	4310	7450000	19.08
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281025-1	2	01	0	00000	0	00000	72000	4310	7550000	66.28

OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-7550000-000000281091-1	2	01	0	00000	0	00000	72000	4310	7550000	90.08
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2130000-000000280977-1	4	01	0	00000	0	11100	10000	4310	2130000	65.94
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2090000-000000280974-1	1	01	0	00000	0	11100	10000	4310	2090000	169.63
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2090000-000000280975-1	2	01	0	00000	0	11100	10000	4310	2090000	4.07
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2090000-000000280976-1	3	01	0	00000	0	11100	10000	4310	2090000	5.96
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281026-1	3	01	0	00000	0	00000	72000	4310	7550000	123.02
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281030-1	7	01	0	00000	0	00000	72000	4310	7550000	29.82
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281028-1	5	01	0	00000	0	00000	72000	4310	7550000	170.41
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281031-1	8	01	0	00000	0	00000	72000	4310	7550000	60.72
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281029-1	6	01	0	00000	0	00000	72000	4310	7550000	50.22
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281035-1	12	01	0	00000	0	00000	72000	4310	7550000	7.39
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022693107	1,928.46	GAXI-3200000-000000280482-1	2	01	0	00000	0	11100	10000	4310	3200000	49.54
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022693107	1,928.46	GAXI-3200000-000000280483-1	3	01	0	00000	0	11100	10000	4310	3200000	138.28
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022672371	374.42	GAXI-3210000-000000279975-1	1	01	0	00000	0	11100	10000	4310	3210000	374.42
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281027-1	4	01	0	00000	0	00000	72000	4310	7550000	61.78
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-2010000-000000281301-1	7	01	0	00000	0	11100	10000	4310	2010000	61.46
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2130000-000000280978-1	5	01	0	00000	0	11100	10000	4310	2130000	9.33
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022705192	447.09	GAXI-2130000-000000280979-1	6	01	0	00000	0	11100	10000	4310	2130000	192.16
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281024-1	1	01	0	00000	0	00000	72000	4310	7550000	66.27
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281033-1	10	01	0	00000	0	00000	72000	4310	7550000	57.42
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281038-1	14	01	0	00000	0	00000	72000	4310	7550000	55.67
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281034-1	11	01	0	00000	0	00000	72000	4310	7550000	65.40
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022686371	188.09	GAXI-7450000-000000280372-1	4	01	0	00000	0	00000	72000	4310	7450000	35.17
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022686371	188.09	GAXI-7450000-000000280371-1	3	01	0	00000	0	00000	72000	4310	7450000	37.68
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022686371	188.09	GAXI-7450000-000000280373-1	5	01	0	00000	0	00000	72000	4310	7450000	41.76
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022693107	1,928.46	GAXI-2060000-000000280506-1	5	01	0	00000	0	11100	10000	4310	2060000	964.83
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022697853	494.43	GAXI-2100000-000000280704-1	5	01	0	00000	0	11100	10000	4310	2100000	36.12
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022697853	494.43	GAXI-2100000-000000280703-1	4	01	0	00000	0	11100	10000	4310	2100000	91.60
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022693107	1,928.46	GAXI-5300000-000000280491-1	4	01	0	02200	0	11100	10000	4310	5300000	88.61
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281032-1	9	01	0	00000	0	00000	72000	4310	7550000	43.12
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281039-1	15	01	0	00000	0	00000	72000	4310	7550000	20.21
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022681730	369.44	GAXI-2160000-000000280255-1	1	01	0	00000	0	11100	10000	4310	2160000	83.86
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022681730	369.44	GAXI-2160000-000000280256-1	2	01	0	00000	0	11100	10000	4310	2160000	34.45
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022681730	369.44	GAXI-2160000-000000280257-1	3	01	0	00000	0	11100	10000	4310	2160000	119.13
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022707330	917.07	GAXI-7550000-000000281036-1	13	01	0	00000	0	00000	72000	4310	7550000	39.34
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-7550000-000000281090-1	1	01	0	00000	0	00000	72000	4310	7550000	31.14
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022681730	369.44	GAXI-2100000-000000280261-1	5	01	0	00000	0	11100	10000	4310	2100000	70.71
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022681730	369.44	GAXI-2030000-000000280260-1	4	01	0	00000	0	11100	10000	4310	2030000	61.29
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022697853	494.43	GAXI-2100000-000000280701-1	3	01	0	90870	0	11100	10000	4310	2100000	192.55
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022697853	494.43	GAXI-2100000-000000280697-1	2	01	0	90870	0	11100	10000	4310	2100000	59.97
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-2090000-000000281338-1	9	01	0	00000	0	11100	10000	4310	2090000	80.80
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-2010000-000000281159-1	1	01	0	00000	0	11100	10000	4310	2010000	36.93
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-2010000-000000281302-1	8	01	0	00000	0	11100	10000	4310	2010000	38.98
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022697853	494.43	GAXI-2100000-000000280696-1	1	01	0	00000	0	11100	10000	4310	2100000	114.19
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-7730000-000000281433-1	12	01	0	00000	0	00000	77000	4310	7730000	214.46
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-7730000-000000281428-1	10	01	0	00000	0	00000	77000	4310	7730000	10.21
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-7730000-000000281432-1	11	01	0	00000	0	00000	77000	4310	7730000	3.34
O'MALLEY MUSICAL INSTRUMENTS CO LLC	000000022705191	1,838.47	GAXI-7460000-000000280981-1	1	01	0	90806	0	11100	10000	4410	7460000	1,838.47
OOTWI INC.	000000022707332	1,540.00	GAXI-2140000-000000281037-1	1	01	0	90201	0	11100	10000	5810	2140000	1,540.00
OPTUM BEHAVIORAL CARE OF CALIFORNIA, P. C.	000000022702938	6,500.00	GAXI-7440000-000000280739-1	1	01	0	65000	0	57602	11900	5850	7440000	6,500.00
PALI INSTITUTE	000000022709819	13,842.50	GAXI-2020000-000000281089-1	1	01	0	90870	0	11100	10000	5880	2020000	13,842.50
PARADIGM HEALTHCARE SERVICES, LLC	000000022693108	4,558.47	GAXI-7440000-000000280471-1	3	01	0	95640	0	50010	27000	5850	7440000	130.54
PARADIGM HEALTHCARE SERVICES, LLC	000000022693108	4,558.47	GAXI-7720000-000000280471-1	2	01	0	95640	0	00000	27000	5850	7720000	2,636.55
PARADIGM HEALTHCARE SERVICES, LLC	000000022693108	4,558.47	GAXI-7720000-000000280470-1	1	01	0	95640	0	00000	27000	5850	7720000	1,791.38
PATTY DAGATA	000000022707333	59.88	GAXI-4310000-000000281013-1	1	01	0	00000	0	12000	10000	4310	4310000	59.88
PLUMBING WHOLESALE OUTLET INC	000000022681731	381.12	GAXI-7520000-000000280238-1	3	01	0	81500	0	00000	81100	4310	7520000	44.20
PLUMBING WHOLESALE OUTLET INC	000000022672373	769.36	GAXI-7520000-000000279860-1	2	01	0	81500	0	00000	81100	4310	7520000	520.73
PLUMBING WHOLESALE OUTLET INC	000000022681731	381.12	GAXI-7520000-000000280237-1	2	01	0	81500	0	00000	81100	4310	7520000	220.98
PLUMBING WHOLESALE OUTLET INC	000000022672373	769.36	GAXI-7520000-000000279859-1	1	01	0	81500	0	00000	81100	4310	7520000	248.63
PLUMBING WHOLESALE OUTLET INC	000000022693109	1,152.56	GAXI-7520000-000000280562-1	1	01	0	81500	0	00000	81100	4310	7520000	377.69
PLUMBING WHOLESALE OUTLET INC	000000022693109	1,152.56	GAXI-7520000-000000280563-1	2	01	0	81500	0	00000	81100	4310	7520000	708.48
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281113-1	1	01	0	81500	0	00000	81100	4310	7520000	217.79

PLUMBING WHOLESALE OUTLET INC	000000022681731	381.12	GAXI-7520000-000000280236-1	1	01	0	81500	0	00000	81100	4310	7520000	44.41
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281116-1	4	01	0	81500	0	00000	81100	4310	7520000	161.75
PLUMBING WHOLESALE OUTLET INC	000000022681731	381.12	GAXI-7520000-000000280239-1	4	01	0	81500	0	00000	81100	4310	7520000	71.53
PLUMBING WHOLESALE OUTLET INC	000000022693109	1,152.56	GAXI-7520000-000000280564-1	3	01	0	81500	0	00000	81100	4310	7520000	66.39
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281114-1	2	01	0	81500	0	00000	81100	4310	7520000	1,965.67
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281115-1	3	01	0	81500	0	00000	81100	4310	7520000	407.34
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281117-1	5	01	0	81500	0	00000	81100	4310	7520000	393.99
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281118-1	6	01	0	81500	0	00000	81100	4310	7520000	147.24
PLUMBING WHOLESALE OUTLET INC	000000022721968	1,562.63	GAXI-7520000-000000281549-1	1	01	0	81500	0	00000	81100	4310	7520000	309.40
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281120-1	8	01	0	81500	0	00000	81100	4310	7520000	207.99
PLUMBING WHOLESALE OUTLET INC	000000022712048	3,506.54	GAXI-7520000-000000281119-1	7	01	0	81500	0	00000	81100	4310	7520000	4.77
PLUMBING WHOLESALE OUTLET INC	000000022721968	1,562.63	GAXI-7520000-000000281552-1	4	01	0	81500	0	00000	81100	4310	7520000	347.10
PLUMBING WHOLESALE OUTLET INC	000000022721968	1,562.63	GAXI-7520000-000000281550-1	2	01	0	81500	0	00000	81100	4310	7520000	42.83
PLUMBING WHOLESALE OUTLET INC	000000022721968	1,562.63	GAXI-7520000-000000281553-1	5	01	0	81500	0	00000	81100	4310	7520000	657.31
PLUMBING WHOLESALE OUTLET INC	000000022721968	1,562.63	GAXI-7520000-000000281551-1	3	01	0	81500	0	00000	81100	4310	7520000	205.99
PNC C/O FELLERS LLC	000000022678147	233.71	GAXI-7570000-000000280173-1	2	01	0	00000	0	00000	72000	4310	7570000	118.79
PNC C/O FELLERS LLC	000000022678147	233.71	GAXI-7570000-000000280172-1	1	01	0	00000	0	00000	72000	4310	7570000	114.92
POLARIS LIGHTING ASSOCIATES, INC.	000000022697854	2,981.41	GAXI-7520000-000000280688-1	1	01	0	81500	0	00000	81100	5631	7520000	2,981.41
PREMIER LIGHTING & PROD CO	000000022695433	174.86	GAXI-2060000-000000280109-1	1	01	0	90870	0	11100	10000	5611	2060000	174.86
PREMIER LIGHTING & PRODUCTION	000000022681732	275.81	GAXI-2060000-000000280323-1	1	01	0	90870	0	11100	10000	4310	2060000	275.81
PROFESSIONAL TUTORS OF AMERICA, INC	000000022675907	190.00	GAXI-7440000-000000280037-1	1	01	0	65000	0	57602	11900	5850	7440000	190.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	1	01	0	00000	0	00000	00000	9530	0000000	1,445,219.11
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	2	01	0	01500	0	00000	00000	9530	0000000	26,376.17
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	3	01	0	00100	0	00000	00000	9530	0000000	67,472.90
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	4	01	0	81500	0	00000	00000	9530	0000000	23,397.48
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	5	01	0	95640	0	00000	00000	9530	0000000	1,750.16
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	6	01	0	90710	0	00000	00000	9530	0000000	2,195.34
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	7	01	0	06350	0	00000	00000	9530	0000000	4,860.72
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	8	01	0	30100	0	00000	00000	9530	0000000	3,854.73
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	9	01	0	40350	0	00000	00000	9530	0000000	2,910.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	10	01	0	33100	0	00000	00000	9530	0000000	34,467.18
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	11	01	0	65000	0	00000	00000	9530	0000000	133,549.55
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	12	01	0	65460	0	00000	00000	9530	0000000	647.11
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	13	01	0	65200	0	00000	00000	9530	0000000	485.41
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	14	01	0	02200	0	00000	00000	9530	0000000	11,142.72
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	23	01	0	00000	0	00000	00000	9530	0000000	1,448.53
PUPPET ART THEATER CO, LLC	000000022681733	425.00	GAXI-2020000-000000280310-1	1	01	0	90870	0	11100	10000	5810	2020000	425.00
PURELAND SUPPLY	000000022675908	522.94	GAXI-2020000-000000280106-1	1	01	0	00000	0	11100	10000	4310	2020000	522.94
QUADIENT LEASING USA INC	000000022672375	937.07	GAXI-7400000-000000279878-1	1	01	0	00000	0	00000	72000	4310	7400000	937.07
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279781-1	1	01	0	65000	0	57601	11804	5810	7440000	2,551.50
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280602-1	2	01	0	65000	0	57601	11804	5810	7440000	3,453.68
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280601-1	1	01	0	65000	0	57601	11804	5810	7440000	1,386.45
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280603-1	3	01	0	65000	0	57601	11804	5810	7440000	399.94
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280604-1	4	01	0	65000	0	57601	11804	5810	7440000	5,767.99
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279782-1	2	01	0	65000	0	57601	11804	5810	7440000	2,543.63
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280605-1	5	01	0	65000	0	57601	11804	5810	7440000	1,306.46
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280606-1	6	01	0	65000	0	57601	11804	5810	7440000	1,359.79
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280607-1	7	01	0	65000	0	57601	11804	5810	7440000	1,279.80
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280608-1	8	01	0	65000	0	57601	11804	5810	7440000	1,279.80
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280609-1	9	01	0	65000	0	57601	11804	5810	7440000	506.59
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280610-1	10	01	0	65000	0	57601	11804	5810	7440000	648.79
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280611-1	11	01	0	65000	0	57601	11804	5810	7440000	1,386.45
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279783-1	3	01	0	65000	0	57601	11804	5810	7440000	209.25
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279784-1	4	01	0	65000	0	57601	11804	5810	7440000	558.00
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279785-1	5	01	0	65000	0	57601	11804	5810	7440000	3,138.71
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279786-1	6	01	0	65000	0	57601	11804	5810	7440000	1,706.40
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279787-1	7	01	0	65000	0	57601	11804	5810	7440000	3,558.75
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280612-1	12	01	0	65000	0	57601	11804	5810	7440000	586.58
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279788-1	8	01	0	65000	0	57601	11804	5810	7440000	2,924.78
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279789-1	9	01	0	65000	0	57601	11804	5810	7440000	2,135.25
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279790-1	10	01	0	65000	0	57601	11804	5810	7440000	5,584.50
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280614-1	13	01	0	65000	0	57601	11804	5810	7440000	1,333.13

QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280615-1	14	01	0	65000	0	57601	11804	5810	7440000	1,333.13
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279791-1	11	01	0	65000	0	57601	11804	5810	7440000	172.24
QUEST THERAPY GROUP, LLC	000000022672376	26,919.17	GAXI-7440000-000000279792-1	12	01	0	65000	0	57601	11804	5810	7440000	1,836.16
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280715-1	15	01	0	65000	0	57601	11804	5810	7440000	239.96
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280716-1	16	01	0	65000	0	57601	11804	5810	7440000	2,691.68
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280717-1	17	01	0	65000	0	57601	11804	5810	7440000	2,871.23
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280718-1	18	01	0	65000	0	57601	11804	5810	7440000	209.25
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280719-1	19	01	0	65000	0	57601	11804	5810	7440000	6,049.88
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280720-1	20	01	0	65000	0	57601	11804	5810	7440000	558.00
QUEST THERAPY GROUP, LLC	000000022702939	40,698.46	GAXI-7440000-000000280721-1	21	01	0	65000	0	57601	11804	5810	7440000	6,049.88
QXO	000000022672377	1,324.33	GAXI-7520000-000000280004-1	1	01	0	81500	0	00000	81100	4310	7520000	1,324.33
RCM TECHNOLOGIES INC	000000022707335	13,328.00	GAXI-7440000-000000280908-1	1	01	0	65000	0	57601	11804	5810	7440000	13,328.00
REBECCA DUFFIELD	000000022686373	1,000.00	GAXI-2020000-000000280462-1	1	01	0	67700	1	11100	10000	5810	2020000	1,000.00
RED RIVER PRESS INC	000000022702940	500.00	GAXI-4320000-000000280924-1	1	01	0	42030	1	47600	10000	5840	4320000	398.96
RED RIVER PRESS INC	000000022702940	500.00	GAXI-4320000-000000280924-1	2	01	0	42030	2	47600	10000	5840	4320000	101.04
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280240-1	1	01	0	81500	0	00000	81100	4310	7520000	379.02
REFRIGERATION SUPPLIES DIST	000000022672378	1,524.98	GAXI-7520000-000000279861-1	1	01	0	81500	0	00000	81100	4310	7520000	458.36
REFRIGERATION SUPPLIES DIST	000000022672378	1,524.98	GAXI-7520000-000000279862-1	2	01	0	81500	0	00000	81100	4310	7520000	293.06
REFRIGERATION SUPPLIES DIST	000000022672378	1,524.98	GAXI-7520000-000000279864-1	4	01	0	81500	0	00000	81100	4310	7520000	146.68
REFRIGERATION SUPPLIES DIST	000000022672378	1,524.98	GAXI-7520000-000000279863-1	3	01	0	81500	0	00000	81100	4310	7520000	112.43
REFRIGERATION SUPPLIES DIST	000000022672378	1,524.98	GAXI-7520000-000000279865-1	5	01	0	81500	0	00000	81100	4310	7520000	514.45
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280241-1	2	01	0	81500	0	00000	81100	4310	7520000	292.84
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280242-1	3	01	0	81500	0	00000	81100	4310	7520000	189.07
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280243-1	4	01	0	81500	0	00000	81100	4310	7520000	171.83
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280244-1	5	01	0	81500	0	00000	81100	4310	7520000	80.26
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280571-1	1	01	0	81500	0	00000	81100	4310	7520000	115.79
REFRIGERATION SUPPLIES DIST	000000022681734	1,211.78	GAXI-7520000-000000280245-1	6	01	0	81500	0	00000	81100	4310	7520000	98.76
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280572-1	2	01	0	81500	0	00000	81100	4310	7520000	323.53
REFRIGERATION SUPPLIES DIST	000000022712049	1,381.64	GAXI-7520000-000000281121-1	1	01	0	81500	0	00000	81100	4310	7520000	99.46
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280573-1	3	01	0	81500	0	00000	81100	4310	7520000	552.81
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280574-1	4	01	0	81500	0	00000	81100	4310	7520000	225.41
REFRIGERATION SUPPLIES DIST	000000022712049	1,381.64	GAXI-7520000-000000281122-1	2	01	0	81500	0	00000	81100	4310	7520000	612.26
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280577-1	7	01	0	81500	0	00000	81100	4310	7520000	501.06
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280575-1	5	01	0	81500	0	00000	81100	4310	7520000	458.36
REFRIGERATION SUPPLIES DIST	000000022712049	1,381.64	GAXI-7520000-000000281123-1	3	01	0	81500	0	00000	81100	4310	7520000	437.81
REFRIGERATION SUPPLIES DIST	000000022693110	2,220.06	GAXI-7520000-000000280576-1	6	01	0	81500	0	00000	81100	4310	7520000	43.10
REFRIGERATION SUPPLIES DIST	000000022712049	1,381.64	GAXI-7520000-000000281124-1	4	01	0	81500	0	00000	81100	4310	7520000	166.95
REFRIGERATION SUPPLIES DIST	000000022721969	1,065.66	GAXI-7520000-000000281557-1	2	01	0	81500	0	00000	81100	4310	7520000	147.45
REFRIGERATION SUPPLIES DIST	000000022712049	1,381.64	GAXI-7520000-000000281125-1	5	01	0	81500	0	00000	81100	4310	7520000	65.16
REFRIGERATION SUPPLIES DIST	000000022721969	1,065.66	GAXI-7520000-000000281560-1	4	01	0	81500	0	00000	81100	4310	7520000	190.44
REFRIGERATION SUPPLIES DIST	000000022721969	1,065.66	GAXI-7520000-000000281559-1	3	01	0	81500	0	00000	81100	4310	7520000	682.52
REFRIGERATION SUPPLIES DIST	000000022721969	1,065.66	GAXI-7520000-000000281555-1	1	01	0	81500	0	00000	81100	4310	7520000	45.25
RENAISSANCE LEARNING INC	000000022686374	4,230.00	GAXI-2050000-000000280396-1	1	01	0	01500	0	11110	10012	5840	2050000	4,230.00
RITA MORGAN	000000022693111	13,455.00	GAXI-7440000-000000280504-1	1	01	0	65000	0	57602	11900	5850	7440000	7,590.00
RITA MORGAN	000000022693111	13,455.00	GAXI-7440000-000000280505-1	2	01	0	65000	0	57602	11900	5850	7440000	5,865.00
RUSSELL SIGLER INC.	000000022721970	727.26	GAXI-7520000-000000281563-1	1	01	0	81500	0	00000	81100	4310	7520000	461.48
RUSSELL SIGLER INC.	000000022721970	727.26	GAXI-7520000-000000281564-1	2	01	0	81500	0	00000	81100	4310	7520000	265.78
RUSSELL SIGLER INC.	000000022693112	1,773.52	GAXI-7520000-000000280578-1	1	01	0	81500	0	00000	81100	4310	7520000	39.13
RUSSELL SIGLER INC.	000000022693112	1,773.52	GAXI-7520000-000000280581-1	4	01	0	81500	0	00000	81100	4310	7520000	617.56
RUSSELL SIGLER INC.	000000022693112	1,773.52	GAXI-7520000-000000280580-1	3	01	0	81500	0	00000	81100	4310	7520000	529.58
RUSSELL SIGLER INC.	000000022681735	7,362.18	GAXI-7520000-000000280319-1	1	01	0	81500	0	00000	81100	4310	7520000	7,362.18
RUSSELL SIGLER INC.	000000022693112	1,773.52	GAXI-7520000-000000280579-1	2	01	0	81500	0	00000	81100	4310	7520000	29.41
RUSSELL SIGLER INC.	000000022693112	1,773.52	GAXI-7520000-000000280582-1	5	01	0	81500	0	00000	81100	4310	7520000	557.84
RYAN HEWSON	000000022686375	4,000.00	GAXI-2020000-000000280463-1	1	01	0	67700	1	11100	10000	5810	2020000	4,000.00
RYANNE MESCHKAT	000000022707336	640.46	GAXI-4320000-000000281012-1	1	01	0	00000	0	18005	10000	4310	4320000	640.46
SALVADOR JIMENEZ	000000022686377	625.87	GAXI-3200000-000000280436-1	1	01	0	90711	0	00000	27000	4395	3200000	625.87
SANDRA KING	000000022675911	20,474.36	GAXI-7440000-000000280114-1	1	01	0	65000	0	50010	36000	5813	7440000	20,474.36
SANDRA MACIAS	000000022697857	286.20	GAXI-4320000-000000280653-1	1	01	0	00000	0	18006	10000	4310	4320000	286.20
SANDRA MACIAS	000000022705194	915.39	GAXI-4320000-000000280970-1	1	01	0	00000	0	18006	10000	4310	4320000	915.39
SANDRA MACIAS	000000022686378	500.00	GAXI-4320000-000000280434-1	1	01	0	90704	0	18006	10000	4310	4320000	500.00
SANDY HILLEGAART	000000022702942	471.37	GAXI-3220000-000000280901-1	1	01	0	00000	0	18006	10000	4310	3220000	471.37
SARAH KNAUFF SPEECH THERAPY	202604020562748	6,900.00	GAXI-7440000-000000280154-1	1	01	0	65000	0	57602	11901	5850	7440000	6,900.00

SARAH KNAUFF SPEECH THERAPY	202604210569713	10,800.00	GAXI-7440000-000000280914-1	1	01	0	65000	0	57602	11901	5850	7440000	10,800.00
SCHOOL SPECIALTY LLC	000000022702944	166.91	GAXI-7420000-000000280778-1	2	01	0	63000	0	11100	10000	4310	7420000	49.77
SCHOOL SPECIALTY LLC	000000022702944	166.91	GAXI-7420000-000000280779-1	3	01	0	63000	0	11100	10000	4310	7420000	14.86
SCHOOL SPECIALTY LLC	000000022702944	166.91	GAXI-7420000-000000280777-1	1	01	0	63000	0	11100	10000	4310	7420000	102.28
SCHOOL SPECIALTY LLC	000000022719229	327.92	GAXI-2060000-000000281337-1	1	01	0	90870	0	11100	10000	4310	2060000	327.92
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2030000-000000281185-1	6	01	0	90820	0	11100	10000	5811	2030000	1,740.00
SCHOOL ZONE TRANSPORTATION, INC	000000022681737	5,469.00	GAXI-3220000-000000280258-1	1	01	0	90904	0	11100	10000	5811	3220000	2,334.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-7460000-000000281329-1	7	01	0	63850	1	38000	10000	5811	7460000	795.00
SCHOOL ZONE TRANSPORTATION, INC	000000022712050	8,995.00	GAXI-3210000-000000281143-1	1	01	0	90904	0	17023	41000	5811	3210000	1,400.00
SCHOOL ZONE TRANSPORTATION, INC	000000022712050	8,995.00	GAXI-3200000-000000281145-1	3	01	0	90904	0	11100	10000	5811	3200000	6,195.00
SCHOOL ZONE TRANSPORTATION, INC	000000022712050	8,995.00	GAXI-3220000-000000281144-1	2	01	0	90904	0	11100	10000	5811	3220000	1,400.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2050000-000000281332-1	8	01	0	90820	0	11100	10000	5811	2050000	1,545.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2010000-000000281161-1	2	01	0	90201	0	11100	10000	5811	2010000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2090000-000000281339-1	11	01	0	90820	0	11100	10000	5811	2090000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022675912	2,407.50	GAXI-2090000-000000280111-1	2	01	0	90820	0	11100	10000	5811	2090000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2010000-000000281160-1	1	01	0	90201	0	11100	10000	5811	2010000	1,635.00
SCHOOL ZONE TRANSPORTATION, INC	000000022681737	5,469.00	GAXI-2150000-000000280340-1	3	01	0	90820	0	11100	10000	5811	2150000	1,635.00
SCHOOL ZONE TRANSPORTATION, INC	000000022681737	5,469.00	GAXI-2150000-000000280339-1	2	01	0	90820	0	11100	10000	5811	2150000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2060000-000000281334-1	9	01	0	90201	0	11100	10000	5811	2060000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022675912	2,407.50	GAXI-3220000-000000279759-1	1	01	0	67700	1	17001	10000	5811	3220000	907.50
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2060000-000000281335-1	10	01	0	90201	0	11100	10000	5811	2060000	1,500.00
SCHOOL ZONE TRANSPORTATION, INC	000000022693114	750.00	GAXI-3200000-000000279976-1	1	01	0	90904	0	17023	10000	5811	3200000	750.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-7460000-000000281340-1	12	01	0	63870	0	38000	10000	5811	7460000	840.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2020000-000000281164-1	3	01	0	90820	0	11100	10000	5811	2020000	1,788.00
SCHOOL ZONE TRANSPORTATION, INC	000000022697858	1,545.00	GAXI-2020000-000000280657-1	1	01	0	90820	0	11100	10000	5811	2020000	1,545.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2020000-000000281165-1	4	01	0	90820	0	11100	10000	5811	2020000	1,667.00
SCHOOL ZONE TRANSPORTATION, INC	000000022719230	16,095.00	GAXI-2020000-000000281165-1	5	01	0	90870	0	11100	10000	5811	2020000	85.00
SCN WORLDWIDE, LLC	000000022693115	881.64	GAXI-3220000-000000280484-1	1	01	0	30100	2	11100	10000	4310	3220000	881.64
SEDGWICK CMS INC	000000022719231	1,583.34	GAXI-0000000-000000281416-1	2	01	0	00000	0	00000	00000	9532	0000000	791.67
SEDGWICK CMS INC	000000022719231	1,583.34	GAXI-0000000-000000281414-1	1	01	0	00000	0	00000	00000	9532	0000000	791.67
SHANNON TROY	000000022675913	1,575.00	GAXI-7440000-000000280047-1	1	01	0	65000	0	57602	11900	5850	7440000	1,575.00
SHARON APONIK	000000022707337	46.36	GAXI-7400000-000000281007-1	1	01	0	00000	0	00000	60002	5870	7400000	46.36
SHARP ELECTRONICS CORPORATION	000000022678148	3,429.20	GAXI-7400000-000000279662-1	1	01	0	00000	0	00000	72000	5611	7400000	3,429.20
SHARP ELECTRONICS CORPORATION	000000022693116	16,933.13	GAXI-7400000-000000280369-1	1	01	0	00000	0	00000	72000	5611	7400000	16,933.13
SHAYLA ESPOSTO	000000022686379	300.00	GAXI-7440000-000000280359-1	1	01	0	65000	0	50010	36000	5813	7440000	300.00
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022672380	737.04	GAXI-7520000-000000279868-1	1	01	0	00100	0	00000	82100	4310	7520000	737.04
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280248-1	1	01	0	00100	0	00000	82100	4310	7520000	3,395.11
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280250-1	3	01	0	00100	0	00000	82100	4310	7520000	1,102.24
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280251-1	4	01	0	00100	0	00000	82100	4310	7520000	794.50
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280249-1	2	01	0	00100	0	00000	82100	4310	7520000	528.19
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280252-1	5	01	0	00100	0	00000	82100	4310	7520000	364.10
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280253-1	6	01	0	00100	0	00000	82100	4310	7520000	520.46
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022681740	7,309.59	GAXI-7520000-000000280254-1	7	01	0	00100	0	00000	82100	4310	7520000	604.99
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022712051	3,563.36	GAXI-7520000-000000281128-1	1	01	0	00100	0	00000	82100	4310	7520000	1,537.06
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022712051	3,563.36	GAXI-7520000-000000281132-1	5	01	0	00100	0	00000	82100	4310	7520000	138.13
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022712051	3,563.36	GAXI-7520000-000000281129-1	2	01	0	00100	0	00000	82100	4310	7520000	285.09
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022712051	3,563.36	GAXI-7520000-000000281131-1	4	01	0	00100	0	00000	82100	4310	7520000	1,024.06
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022712051	3,563.36	GAXI-7520000-000000281130-1	3	01	0	00100	0	00000	82100	4310	7520000	579.02
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281574-1	9	01	0	00100	0	00000	82100	4310	7520000	186.19
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281566-1	1	01	0	00100	0	00000	82100	4310	7520000	597.25
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281568-1	3	01	0	00100	0	00000	82100	4310	7520000	690.07
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281567-1	2	01	0	00100	0	00000	82100	4310	7520000	838.70
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281569-1	4	01	0	00100	0	00000	82100	4310	7520000	1,126.00
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281571-1	6	01	0	00100	0	00000	82100	4310	7520000	488.41
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281570-1	5	01	0	00100	0	00000	82100	4310	7520000	614.10
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281572-1	7	01	0	00100	0	00000	82100	4310	7520000	225.42
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281573-1	8	01	0	00100	0	00000	82100	4310	7520000	1,099.48
SIGNAL HILL AUTO ENTERPRISES, INC.	000000022721971	7,578.37	GAXI-7520000-000000281575-1	10	01	0	00100	0	00000	82100	4310	7520000	1,712.75
SIGN UP INTERPRETING SERVICES, LLC	000000022686380	14,892.50	GAXI-7550000-000000280454-1	2	01	0	00000	0	00000	72000	5850	7550000	13,110.00
SIGN UP INTERPRETING SERVICES, LLC	000000022686380	14,892.50	GAXI-7550000-000000280455-1	3	01	0	00000	0	00000	72000	5850	7550000	1,495.00
SIGN UP INTERPRETING SERVICES, LLC	000000022675914	4,000.00	GAXI-7440000-000000280017-1	2	01	0	65000	0	57602	11901	5850	7440000	2,835.00
SIGN UP INTERPRETING SERVICES, LLC	000000022675914	4,000.00	GAXI-7440000-000000280016-1	1	01	0	65000	0	57602	11901	5850	7440000	1,165.00

SIGN UP INTERPRETING SERVICES, LLC	000000022678149	460.00	GAXI-7440000-000000280153-1	1	01	0	65000	0	57602	11901	5850	7440000	460.00
SIGN UP INTERPRETING SERVICES, LLC	000000022681739	1,150.01	GAXI-7440000-000000280186-1	1	01	0	65000	0	57602	11901	5850	7440000	1,150.01
SIGN UP INTERPRETING SERVICES, LLC	000000022686380	14,892.50	GAXI-7440000-000000280395-1	1	01	0	65000	0	57602	11901	5850	7440000	287.50
SILVA AVETISYAN-ARAKELYAN	000000022678150	64.67	GAXI-7440000-000000280139-1	1	01	0	65200	0	50010	31101	5210	7440000	64.67
SITEONE LANDSCAPE SUPPLY, LLC	000000022672381	2,306.88	GAXI-7520000-000000280003-1	1	01	0	81500	0	00000	81100	4310	7520000	2,306.88
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280583-1	1	01	0	81500	0	00000	81100	4310	7520000	86.38
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280584-1	2	01	0	81500	0	00000	81100	4310	7520000	251.49
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280585-1	3	01	0	81500	0	00000	81100	4310	7520000	115.34
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280586-1	4	01	0	81500	0	00000	81100	4310	7520000	635.03
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280587-1	5	01	0	81500	0	00000	81100	4310	7520000	1,355.32
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280588-1	6	01	0	81500	0	00000	81100	4310	7520000	5.39
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280589-1	7	01	0	81500	0	00000	81100	4310	7520000	421.78
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280590-1	8	01	0	81500	0	00000	81100	4310	7520000	130.01
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280591-1	9	01	0	81500	0	00000	81100	4310	7520000	308.81
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280592-1	10	01	0	81500	0	00000	81100	4310	7520000	363.13
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280594-1	12	01	0	81500	0	00000	81100	4310	7520000	267.75
SMARDAN SUPPLY BURBANK	000000022693117	4,788.50	GAXI-7520000-000000280593-1	11	01	0	81500	0	00000	81100	4310	7520000	848.07
SMARDAN SUPPLY BURBANK	000000022712052	160.44	GAXI-7520000-000000281126-1	1	01	0	81500	0	00000	81100	4310	7520000	51.10
SMARDAN SUPPLY BURBANK	000000022712052	160.44	GAXI-7520000-000000281127-1	2	01	0	81500	0	00000	81100	4310	7520000	109.34
SMARDAN SUPPLY BURBANK	000000022721972	62.52	GAXI-7520000-000000281565-1	1	01	0	81500	0	00000	81100	4310	7520000	62.52
SODE SCHOOL OF PERFORMING ARTS	000000022721973	3,768.75	GAXI-2130000-000000281605-1	1	01	0	90820	0	11100	10000	5810	2130000	3,000.00
SODE SCHOOL OF PERFORMING ARTS	000000022721973	3,768.75	GAXI-2130000-000000281605-1	2	01	0	67700	1	11100	10000	5810	2130000	768.75
SODE SCHOOL OF PERFORMING ARTS	000000022686381	3,768.75	GAXI-2130000-000000280447-1	1	01	0	90820	0	11100	10000	5810	2130000	3,000.00
SODE SCHOOL OF PERFORMING ARTS	000000022686381	3,768.75	GAXI-2130000-000000280447-1	2	01	0	67700	1	11100	10000	5810	2130000	768.75
SOLIANT	000000022675915	3,087.50	GAXI-7440000-000000280051-1	1	01	0	65000	0	57601	11804	5810	7440000	3,087.50
SOLIANT	000000022678151	3,087.50	GAXI-7440000-000000280170-1	1	01	0	65000	0	57601	11804	5810	7440000	3,087.50
SOLIANT	000000022693118	4,034.50	GAXI-7440000-000000280498-1	1	01	0	65000	0	57601	11804	5810	7440000	1,870.00
SOLIANT	000000022693118	4,034.50	GAXI-7440000-000000280499-1	2	01	0	65000	0	57601	11804	5810	7440000	2,164.50
SOLIANT	000000022702946	6,175.00	GAXI-7440000-000000280733-1	1	01	0	65000	0	57601	11804	5810	7440000	3,087.50
SOLIANT	000000022702946	6,175.00	GAXI-7440000-000000280734-1	2	01	0	65000	0	57601	11804	5810	7440000	3,087.50
SOLIANT	000000022719232	5,202.86	GAXI-7440000-000000281528-1	2	01	0	65000	0	57601	11804	5810	7440000	3,087.50
SOLIANT	000000022719232	5,202.86	GAXI-7440000-000000281478-1	1	01	0	65000	0	57601	11804	5810	7440000	2,115.36
SOUTHERN CALIFORNIA GAS COMPANY	000000022719233	23.87	GAXI-7400000-000000281461-1	1	01	0	00000	0	00000	82000	5510	7400000	23.87
SOUTHERN CALIFORNIA GAS COMPANY	000000022702947	23,253.62	GAXI-7400000-000000280937-1	1	01	0	00000	0	00000	82000	5510	7400000	23,253.62
SPEDEX CONSULTING, LLC	000000022681741	2,803.75	GAXI-7440000-000000280185-1	1	01	0	65000	0	57602	11900	5850	7440000	2,803.75
STAND BY PRODUCTIONS, INC.	000000022721974	550.00	GAXI-2030000-000000281602-1	1	01	0	67700	2	17011	10000	5810	2030000	550.00
S.T.A.R ACADEMY	000000022675909	2,191.58	GAXI-7440000-000000280018-1	1	01	0	65000	0	57602	11900	5850	7440000	525.00
S.T.A.R ACADEMY	000000022686376	2,273.83	GAXI-7440000-000000280361-1	1	01	0	65000	0	57602	11900	5850	7440000	1,050.00
S.T.A.R ACADEMY	000000022675909	2,191.58	GAXI-7440000-000000280019-1	2	01	0	65000	0	57602	11900	5850	7440000	539.58
S.T.A.R ACADEMY	000000022686376	2,273.83	GAXI-7440000-000000280362-1	2	01	0	65000	0	57602	11900	5850	7440000	350.00
S.T.A.R ACADEMY	000000022675909	2,191.58	GAXI-7440000-000000280029-1	3	01	0	65000	0	57602	11900	5850	7440000	1,127.00
S.T.A.R ACADEMY	000000022686376	2,273.83	GAXI-7440000-000000280364-1	3	01	0	65000	0	57602	11900	5850	7440000	873.83
STEMFINITY LLC	000000022705196	1,074.14	GAXI-7460000-000000280971-1	1	01	0	90202	0	11100	10000	4310	7460000	1,074.14
STEM SUPPLIES	000000022675916	1,601.17	GAXI-7460000-000000280113-1	1	01	0	90202	0	11100	10000	4410	7460000	1,601.17
STEM SUPPLIES	000000022693119	356.20	GAXI-7460000-000000280477-1	1	01	0	90202	0	11100	10000	4310	7460000	356.20
STEPHANIE STOCKTON	000000022686382	69.31	GAXI-2060000-000000280432-1	1	01	0	90870	0	11100	10000	4310	2060000	69.31
STEVE WEISS MUSIC	000000022693120	774.61	GAXI-4320000-000000280489-1	1	01	0	90704	0	17006	41000	4310	4320000	774.61
STUMBAUGH & ASSOCIATES INC	000000022672382	161.33	GAXI-7520000-000000279866-1	1	01	0	81500	0	00000	81100	4310	7520000	88.40
STUMBAUGH & ASSOCIATES INC	000000022672382	161.33	GAXI-7520000-000000279867-1	2	01	0	81500	0	00000	81100	4310	7520000	72.93
STUMBAUGH & ASSOCIATES INC	000000022681742	74.59	GAXI-7520000-000000280247-1	1	01	0	81500	0	00000	81100	4310	7520000	74.59
SUNBELT CONTROLS INC	000000022693121	1,073.00	GAXI-7520000-000000280626-1	1	01	0	81500	0	00000	81100	4310	7520000	1,073.00
SUNBELT RENTALS, INC.	000000022697859	1,164.29	GAXI-7520000-000000280595-1	1	01	0	81500	0	00000	81100	5611	7520000	827.85
SUNBELT RENTALS, INC.	000000022697859	1,164.29	GAXI-7520000-000000280596-1	2	01	0	81500	0	00000	81100	5611	7520000	336.44
SWEETWATER SOUND INC	000000022719234	1,691.52	GAXI-2060000-000000281336-1	1	01	0	90870	0	11100	10000	4310	2060000	506.81
SWEETWATER SOUND INC	000000022719234	1,691.52	GAXI-2060000-000000281336-1	2	01	0	90870	0	11100	10000	4410	2060000	1,184.71
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2150000-000000280907-1	5	01	0	00000	0	11100	10000	4310	2150000	38.23
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2150000-000000280906-1	4	01	0	00000	0	11100	10000	4310	2150000	140.47
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2020000-000000280913-1	6	01	0	00000	0	11100	10000	4310	2020000	31.82
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2020000-000000280915-1	7	01	0	00000	0	11100	10000	4310	2020000	141.95
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280337-1	10	01	0	00000	0	11100	10000	4310	2130000	47.75
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280338-1	11	01	0	00000	0	11100	10000	4310	2130000	26.83
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2050000-000000280919-1	9	01	0	00000	0	11100	10000	4310	2050000	11.80

S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280329-1	4	01	0	00000	0	11100	10000	4310	2130000	17.54
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280328-1	3	01	0	00000	0	11100	10000	4310	2130000	2.06
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280326-1	1	01	0	00000	0	11100	10000	4310	2130000	9.56
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280327-1	2	01	0	00000	0	11100	10000	4310	2130000	54.89
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280330-1	5	01	0	00000	0	11100	10000	4310	2130000	9.56
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280331-1	6	01	0	00000	0	11100	10000	4310	2130000	45.86
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280336-1	9	01	0	00000	0	11100	10000	4310	2130000	92.91
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280333-1	7	01	0	00000	0	11100	10000	4310	2130000	12.21
S.W. SCHOOL SUPPLY	000000022681736	368.75	GAXI-2130000-000000280335-1	8	01	0	00000	0	11100	10000	4310	2130000	49.58
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2160000-000000280841-1	1	01	0	00000	0	11100	10000	4310	2160000	-21.09
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2020000-000000280928-1	15	01	0	00000	0	11100	10000	4310	2020000	46.41
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2020000-000000280929-1	16	01	0	00000	0	11100	10000	4310	2020000	117.89
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280926-1	13	01	0	00000	0	11100	10000	4310	2090000	470.34
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280927-1	14	01	0	00000	0	11100	10000	4310	2090000	22.32
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2130000-000000280921-1	11	01	0	00000	0	11100	10000	4310	2130000	38.23
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2130000-000000280922-1	12	01	0	00000	0	11100	10000	4310	2130000	75.35
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280930-1	17	01	0	00000	0	11100	10000	4310	2090000	44.19
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280931-1	18	01	0	00000	0	11100	10000	4310	2090000	22.32
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280916-1	8	01	0	00000	0	11100	10000	4310	2090000	-22.32
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-5300000-000000279920-1	3	01	0	00000	0	11100	10000	4310	5300000	97.28
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-2090000-000000280920-1	10	01	0	00000	0	11100	10000	4310	2090000	-22.32
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-5170000-000000279930-1	7	01	0	65000	0	57601	11100	4310	5170000	2.78
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-5170000-000000279926-1	5	01	0	65000	0	57601	11100	4310	5170000	17.57
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-5170000-000000279928-1	6	01	0	65000	0	57601	11100	4310	5170000	4.51
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-5170000-000000279925-1	4	01	0	65000	0	57601	11100	4310	5170000	130.71
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2010000-000000280103-1	1	01	0	00000	0	11100	10000	4310	2010000	32.49
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2010000-000000280104-1	2	01	0	00000	0	11100	10000	4310	2010000	10.02
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2010000-000000280105-1	3	01	0	00000	0	11100	10000	4310	2010000	37.33
S.W. SCHOOL SUPPLY	000000022697856	199.71	GAXI-2030000-000000280682-1	1	01	0	00000	0	11100	10000	4310	2030000	81.18
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2030000-000000280107-1	4	01	0	00000	0	11100	10000	4310	2030000	30.94
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2150000-000000280123-1	6	01	0	00000	0	11100	10000	4310	2150000	65.60
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2150000-000000280124-1	7	01	0	00000	0	11100	10000	4310	2150000	-16.18
S.W. SCHOOL SUPPLY	000000022675910	443.15	GAXI-2150000-000000280122-1	5	01	0	00000	0	11100	10000	4310	2150000	282.95
S.W. SCHOOL SUPPLY	000000022697856	199.71	GAXI-2030000-000000280683-1	2	01	0	00000	0	11100	10000	4310	2030000	37.91
S.W. SCHOOL SUPPLY	000000022693113	141.29	GAXI-2030000-000000280458-1	1	01	0	00000	0	11100	10000	4310	2030000	74.26
S.W. SCHOOL SUPPLY	000000022693113	141.29	GAXI-2030000-000000280459-1	2	01	0	00000	0	11100	10000	4310	2030000	14.06
S.W. SCHOOL SUPPLY	000000022697856	199.71	GAXI-2030000-000000280684-1	3	01	0	00000	0	11100	10000	4310	2030000	80.62
S.W. SCHOOL SUPPLY	000000022719228	93.70	GAXI-2030000-000000281170-1	1	01	0	00000	0	11100	10000	4310	2030000	61.88
S.W. SCHOOL SUPPLY	000000022719228	93.70	GAXI-2030000-000000281171-1	2	01	0	00000	0	11100	10000	4310	2030000	31.82
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279797-1	4	01	0	65000	0	57601	11800	5810	7440000	1,691.19
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279798-1	5	01	0	65000	0	57601	11800	5810	7440000	3,099.87
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279798-1	6	01	0	65460	0	57601	11800	5810	7440000	315.39
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279779-1	1	01	0	65000	0	57601	11800	5810	7440000	3,230.84
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279779-1	2	01	0	65460	0	57601	11800	5810	7440000	157.70
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279800-1	7	01	0	65000	0	57601	11800	5810	7440000	7,467.63
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279802-1	8	01	0	65000	0	57601	11800	5810	7440000	7,668.33
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279780-1	3	01	0	65000	0	57601	11800	5810	7440000	6,623.92
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279805-1	9	01	0	65000	0	57601	11800	5810	7440000	2,254.92
THE ALMANSOR CENTER	000000022672383	32,614.92	GAXI-7440000-000000279805-1	10	01	0	65460	0	57601	11800	5810	7440000	105.13
THEATRE EXPERIENCE OF SOUTHERN CALIFORNIA	000000022693124	1,341.00	GAXI-2100000-000000280464-1	1	01	0	90201	0	11100	10000	5880	2100000	1,034.00
THEATRE EXPERIENCE OF SOUTHERN CALIFORNIA	000000022693124	1,341.00	GAXI-2100000-000000280464-1	2	01	0	90870	0	11100	10000	5880	2100000	307.00
THE CERAMIC SHOP	000000022712053	599.37	GAXI-5300000-000000280984-1	1	01	0	67700	3	11100	10000	5610	5300000	599.37
THE CRANE GUYS, LLC	000000022695434	805.00	GAXI-7520000-000000280316-1	1	01	0	81500	0	00000	81100	5611	7520000	805.00
THE GRIP HOUSE LLC	000000022700598	639.20	GAXI-2150000-000000280478-1	1	01	0	90870	0	11100	10000	5611	2150000	639.20
THE HILLSIDE SCHOOL & LEARNING CENTER	000000022686383	14,879.72	GAXI-7440000-000000280365-1	1	01	0	65000	0	57601	11800	5810	7440000	13,808.72
THE HILLSIDE SCHOOL & LEARNING CENTER	000000022686383	14,879.72	GAXI-7440000-000000280365-1	2	01	0	65460	0	57601	11800	5810	7440000	1,071.00
THE STEPPING STONES GROUP LLC	000000022675918	11,305.00	GAXI-7440000-000000280013-1	1	01	0	65000	0	57601	11804	5810	7440000	11,305.00
THE STEPPING STONES GROUP LLC	000000022693123	19,950.00	GAXI-7440000-000000280474-1	1	01	0	65000	0	57601	11804	5810	7440000	13,300.00
THE STEPPING STONES GROUP LLC	000000022693123	19,950.00	GAXI-7440000-000000280475-1	2	01	0	65000	0	57601	11804	5810	7440000	6,650.00
THE TORO COMPANY	000000022721975	148.45	GAXI-7520000-000000281576-1	1	01	0	81500	0	00000	81100	4382	7520000	148.45
TINY HANDS THERAPY INC	000000022686384	30,360.00	GAXI-7440000-000000280348-1	1	01	0	65000	0	57602	11900	5850	7440000	30,360.00
T-MOBILE	000000022719235	89.52	GAXI-7440000-000000281474-1	1	01	0	65000	0	57602	11100	4310	7440000	44.76

T-MOBILE	000000022719235	89.52	GAXI-7440000-000000281475-1	2	01	0	65200	0	57602	11100	4310	7440000	44.76
T-MOBILE	000000022702948	70.48	GAXI-7440000-000000280651-1	1	01	0	65000	0	57602	11100	4310	7440000	35.24
T-MOBILE	000000022702948	70.48	GAXI-7440000-000000280652-1	2	01	0	65200	0	57602	11100	4310	7440000	35.24
T-MOBILE	000000022675917	70.38	GAXI-7440000-000000280120-1	1	01	0	65000	0	57602	11100	4310	7440000	35.19
T-MOBILE	000000022675917	70.38	GAXI-7440000-000000280121-1	2	01	0	65200	0	57602	11100	4310	7440000	35.19
T-MOBILE	000000022693122	489.42	GAXI-7520000-000000280597-1	1	01	0	00100	0	00000	82000	5910	7520000	489.42
TOOL TIME	000000022681744	86.05	GAXI-7520000-000000280292-1	1	01	0	81500	0	00000	81100	4310	7520000	86.05
TOTAL EDUCATION SOLUTIONS, INC.	000000022675919	742.50	GAXI-7440000-000000280014-1	1	01	0	65000	0	57602	11900	5850	7440000	742.50
TRACY M. GLEN	000000022686385	1,375.00	GAXI-7440000-000000280350-1	1	01	0	65000	0	57602	11900	5850	7440000	1,375.00
TRANE U.S. INC	000000022672384	1,042.49	GAXI-7520000-000000280008-1	1	01	0	81500	0	00000	81100	5631	7520000	1,042.49
TRANSIT SYSTEMS UNLIMITED, INC	000000022675920	6,150.00	GAXI-4320000-000000279766-1	1	01	0	00000	0	17007	10000	5811	4320000	3,983.33
TRANSIT SYSTEMS UNLIMITED, INC	000000022675920	6,150.00	GAXI-4320000-000000279766-1	2	01	0	90904	0	17007	10000	5811	4320000	116.67
TRANSIT SYSTEMS UNLIMITED, INC	000000022675920	6,150.00	GAXI-4320000-000000279767-1	3	01	0	00000	0	17007	10000	5811	4320000	1,991.67
TRANSIT SYSTEMS UNLIMITED, INC	000000022675920	6,150.00	GAXI-4320000-000000279767-1	4	01	0	90904	0	17007	10000	5811	4320000	58.33
TRANSIT SYSTEMS UNLIMITED, INC	000000022672385	1,473.00	GAXI-4320000-000000279963-1	1	01	0	00000	0	15001	42000	5811	4320000	1,473.00
TRAVIS GIAMPIETRO	000000022707338	11.99	GAXI-7440000-000000281008-1	1	01	0	65200	0	50010	27000	5860	7440000	11.99
TREERING CORPORATION	000000022719237	2,839.08	GAXI-2020000-000000281163-1	1	01	0	90870	0	11100	10000	4310	2020000	2,839.08
TTF HOLDING LOCKBOX	000000022693125	15,720.00	GAXI-7440000-000000280497-1	1	01	0	65000	0	57601	11804	5810	7440000	15,720.00
TTF HOLDING LOCKBOX	000000022702951	12,600.00	GAXI-7440000-000000280722-1	1	01	0	65000	0	57601	11804	5810	7440000	1,560.00
TTF HOLDING LOCKBOX	000000022702951	12,600.00	GAXI-7440000-000000280723-1	2	01	0	65000	0	57601	11804	5810	7440000	11,040.00
TYERMAN'S AUTOMOTIVE	000000022672386	150.00	GAXI-7520000-000000280005-1	1	01	0	81500	0	00000	81100	5631	7520000	150.00
UINTA ACADEMY RTC, LLC	000000022678153	17,436.00	GAXI-7440000-000000280129-1	1	01	0	65000	0	57601	11800	5810	7440000	17,217.00
UINTA ACADEMY RTC, LLC	000000022678153	17,436.00	GAXI-7440000-000000280129-1	2	01	0	65460	0	57601	11800	5810	7440000	219.00
UINTA ACADEMY RTC, LLC	000000022686386	6,570.00	GAXI-7440000-000000280367-1	1	01	0	65460	0	57601	11800	5810	7440000	6,570.00
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022709820	1,756.58	GAXI-7570000-000000281079-1	1	01	0	00000	0	00000	75500	4310	7570000	1,756.58
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022672387	1,988.02	GAXI-7520000-000000279977-1	2	01	0	00100	0	00000	82200	4310	7520000	1,214.35
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022678154	1,776.79	GAXI-7570000-000000280171-1	1	01	0	00000	0	00000	75500	4310	7570000	1,776.79
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022712054	2,708.99	GAXI-7520000-000000281134-1	5	01	0	00100	0	00000	82200	4310	7520000	1,090.87
UPLIFT THERAPY CNETER LLC	000000022675921	1,200.00	GAXI-7440000-000000280025-1	3	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022675921	1,200.00	GAXI-7440000-000000280026-1	4	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022675921	1,200.00	GAXI-7440000-000000280023-1	1	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022675921	1,200.00	GAXI-7440000-000000280024-1	2	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022675921	1,200.00	GAXI-7440000-000000280027-1	5	01	0	65000	0	57602	11900	5850	7440000	400.00
UPLIFT THERAPY CNETER LLC	000000022719238	600.00	GAXI-7440000-000000281501-1	1	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022719238	600.00	GAXI-7440000-000000281502-1	2	01	0	65000	0	57602	11900	5850	7440000	200.00
UPLIFT THERAPY CNETER LLC	000000022719238	600.00	GAXI-7440000-000000281503-1	3	01	0	65000	0	57602	11900	5850	7440000	200.00
US AIR CONDITIONING DISTRIBUTORS	000000022672388	3,900.57	GAXI-7520000-000000279980-1	2	01	0	81500	0	00000	81100	4310	7520000	471.16
US AIR CONDITIONING DISTRIBUTORS	000000022672388	3,900.57	GAXI-7520000-000000279979-1	1	01	0	81500	0	00000	81100	4310	7520000	538.69
US AIR CONDITIONING DISTRIBUTORS	000000022672388	3,900.57	GAXI-7520000-000000279982-1	4	01	0	81500	0	00000	81100	4310	7520000	2,847.93
US AIR CONDITIONING DISTRIBUTORS	000000022672388	3,900.57	GAXI-7520000-000000279981-1	3	01	0	81500	0	00000	81100	4310	7520000	42.79
US AIR CONDITIONING DISTRIBUTORS	000000022693127	719.93	GAXI-7520000-000000280598-1	1	01	0	81500	0	00000	81100	4310	7520000	719.93
US AIR CONDITIONING DISTRIBUTORS	000000022681746	540.35	GAXI-7520000-000000280293-1	1	01	0	81500	0	00000	81100	4310	7520000	540.35
US AIR CONDITIONING DISTRIBUTORS	000000022712055	297.59	GAXI-7520000-000000281139-1	1	01	0	81500	0	00000	81100	4310	7520000	98.35
US AIR CONDITIONING DISTRIBUTORS	000000022712055	297.59	GAXI-7520000-000000281140-1	2	01	0	81500	0	00000	81100	4310	7520000	199.24
US AIR CONDITIONING DISTRIBUTORS	000000022721976	164.74	GAXI-7520000-000000281577-1	1	01	0	81500	0	00000	81100	4310	7520000	145.63
US AIR CONDITIONING DISTRIBUTORS	000000022721976	164.74	GAXI-7520000-000000281578-1	2	01	0	81500	0	00000	81100	4310	7520000	19.11
VILLA ESPERANZA SERVICES	000000022702954	6,474.76	GAXI-7440000-000000280649-1	1	01	0	65000	0	57601	11800	5810	7440000	6,474.76
VISION SERVICE PLAN	000000022672389	28,928.35	GAXI-0000000-000000279969-1	1	01	0	00000	0	00000	00000	9530	0000000	1,892.10
VISION SERVICE PLAN	000000022672389	28,928.35	GAXI-0000000-000000279971-1	2	01	0	00000	0	00000	00000	9530	0000000	8,081.32
VISION SERVICE PLAN	000000022672389	28,928.35	GAXI-0000000-000000279972-1	3	01	0	00000	0	00000	00000	9530	0000000	11,894.61
VISION SERVICE PLAN	000000022672389	28,928.35	GAXI-0000000-000000279974-1	4	01	0	90909	0	00000	00000	9530	0000000	7,060.32
VISION SERVICE PLAN	000000022707339	30,170.20	GAXI-0000000-000000281062-1	1	01	0	00000	0	00000	00000	9530	0000000	8,598.38
VISION SERVICE PLAN	000000022707339	30,170.20	GAXI-0000000-000000281065-1	4	01	0	00000	0	00000	00000	9530	0000000	12,541.50
VISION SERVICE PLAN	000000022707339	30,170.20	GAXI-0000000-000000281064-1	3	01	0	90909	0	00000	00000	9530	0000000	7,125.24
VISION SERVICE PLAN	000000022707339	30,170.20	GAXI-0000000-000000281063-1	2	01	0	00000	0	00000	00000	9530	0000000	1,905.08
VOSS, TAMARA	000000022693128	4,720.64	GAXI-7440000-000000280537-1	1	01	0	65000	0	50010	36000	5813	7440000	4,720.64
VOSS, TAMARA	000000022707340	6,679.04	GAXI-7440000-000000281050-1	1	01	0	65000	0	50010	36000	5813	7440000	6,679.04
WARD'S NATURAL SCIENCE	000000022681747	169.75	GAXI-2030000-000000280259-1	1	01	0	00000	0	11100	10000	4310	2030000	169.75
WARD'S NATURAL SCIENCE	000000022697860	736.87	GAXI-4320000-000000280655-1	1	01	0	00000	0	13400	10000	4310	4320000	736.87
WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279987-1	3	01	0	00100	0	00000	82100	4310	7520000	397.21
WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279986-1	2	01	0	00100	0	00000	82100	4310	7520000	36.22
WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279985-1	1	01	0	00100	0	00000	82100	4310	7520000	248.16

WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279988-1	4	01	0	00100	0	00000	82100	4310	7520000	270.50
WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279990-1	5	01	0	00100	0	00000	82100	4310	7520000	1,318.86
WAXIE SANITARY SUPPLY	000000022672390	2,330.01	GAXI-7520000-000000279992-1	6	01	0	00100	0	00000	82100	4310	7520000	59.06
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280298-1	1	01	0	00100	0	00000	82100	4310	7520000	21.27
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280300-1	3	01	0	00100	0	00000	82100	4310	7520000	624.50
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280299-1	2	01	0	00100	0	00000	82100	4310	7520000	772.95
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280301-1	4	01	0	00100	0	00000	82100	4310	7520000	573.66
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280302-1	5	01	0	00100	0	00000	82100	4310	7520000	520.23
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280304-1	6	01	0	00100	0	00000	82100	4310	7520000	584.25
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280306-1	7	01	0	00100	0	00000	82100	4310	7520000	944.44
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281153-1	6	01	0	00100	0	00000	82100	4310	7520000	-59.06
WAXIE SANITARY SUPPLY	000000022681748	7,089.03	GAXI-7520000-000000280308-1	8	01	0	00100	0	00000	82100	4310	7520000	3,047.73
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280618-1	5	01	0	00100	0	00000	82100	4310	7520000	177.19
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280617-1	4	01	0	00100	0	00000	82100	4310	7520000	118.12
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280619-1	6	01	0	00100	0	00000	82100	4310	7520000	118.12
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280613-1	2	01	0	00100	0	00000	82100	4310	7520000	59.06
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280599-1	1	01	0	00100	0	00000	82100	4310	7520000	59.06
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280616-1	3	01	0	00100	0	00000	82100	4310	7520000	60.81
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280620-1	7	01	0	00100	0	00000	82100	4310	7520000	2,613.07
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280623-1	10	01	0	00100	0	00000	82100	4310	7520000	169.79
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280621-1	8	01	0	00100	0	00000	82100	4310	7520000	93.70
WAXIE SANITARY SUPPLY	000000022693129	3,947.16	GAXI-7520000-000000280622-1	9	01	0	00100	0	00000	82100	4310	7520000	478.24
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281149-1	3	01	0	00100	0	00000	82100	4310	7520000	5,601.10
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281148-1	2	01	0	00100	0	00000	82100	4310	7520000	2,323.05
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281147-1	1	01	0	00100	0	00000	82100	4310	7520000	893.04
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281151-1	4	01	0	00100	0	00000	82100	4310	7520000	419.47
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281152-1	5	01	0	00100	0	00000	82100	4310	7520000	811.18
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281154-1	7	01	0	00100	0	00000	82100	4310	7520000	1,366.85
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281155-1	8	01	0	00100	0	00000	82100	4310	7520000	3,318.54
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281156-1	9	01	0	00100	0	00000	82100	4310	7520000	4,977.80
WAXIE SANITARY SUPPLY	000000022719239	20,659.84	GAXI-7520000-000000281157-1	10	01	0	00100	0	00000	82100	4310	7520000	1,007.87
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281579-1	1	01	0	00100	0	00000	82100	4310	7520000	44.29
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281580-1	2	01	0	00100	0	00000	82100	4310	7520000	4,667.42
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281582-1	4	01	0	00100	0	00000	82100	4310	7520000	1,222.56
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281581-1	3	01	0	00100	0	00000	82100	4310	7520000	665.09
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281583-1	5	01	0	00100	0	00000	82100	4310	7520000	398.30
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281584-1	6	01	0	00100	0	00000	82100	4310	7520000	38.45
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281585-1	7	01	0	00100	0	00000	82100	4310	7520000	59.06
WAXIE SANITARY SUPPLY	000000022721977	7,890.69	GAXI-7520000-000000281586-1	8	01	0	00100	0	00000	82100	4310	7520000	795.52
WENDY VARGAS	000000022686387	2,128.83	GAXI-3220000-000000280433-1	1	01	0	90201	0	11100	10000	4395	3220000	2,128.83
WHEELS SQUARED BMX SHOW	000000022672391	1,619.50	GAXI-3200000-000000280030-1	1	01	0	30100	2	11100	10000	5810	3200000	1,619.50
WILDLIFE LEARNING CENTER	000000022693130	750.00	GAXI-2140000-000000280629-1	1	01	0	90201	0	11100	10000	5880	2140000	750.00
WILLIAM WARREN	000000022707343	294.72	GAXI-3210000-000000281017-1	1	01	0	00000	0	11100	10000	4310	3210000	294.72
WOBBLEWORKS, INC.	000000022702957	825.45	GAXI-7460000-000000280742-1	1	01	0	90202	0	11100	10000	4310	7460000	825.45
WRIGHT'S SUPPLY INC	000000022693131	217.04	GAXI-7520000-000000280624-1	1	01	0	81500	0	00000	81100	4310	7520000	217.04
WRIGHT'S SUPPLY INC	000000022672392	403.87	GAXI-7520000-000000279995-1	1	01	0	81500	0	00000	81100	4310	7520000	358.10
WRIGHT'S SUPPLY INC	000000022672392	403.87	GAXI-7520000-000000279998-1	2	01	0	81500	0	00000	81100	4310	7520000	45.77
WRIGHT'S SUPPLY INC	000000022681749	512.80	GAXI-7520000-000000280309-1	1	01	0	81500	0	00000	81100	4310	7520000	512.80
WRIGHT'S SUPPLY INC	000000022712058	1,430.62	GAXI-7520000-000000281141-1	1	01	0	81500	0	00000	81100	4310	7520000	181.19
WRIGHT'S SUPPLY INC	000000022712058	1,430.62	GAXI-7520000-000000281142-1	2	01	0	81500	0	00000	81100	4310	7520000	139.46
WRIGHT'S SUPPLY INC	000000022712058	1,430.62	GAXI-7520000-000000281146-1	3	01	0	81500	0	00000	81100	4310	7520000	1,109.97
WRIGHT'S SUPPLY INC	000000022721978	352.68	GAXI-7520000-000000281587-1	1	01	0	81500	0	00000	81100	4310	7520000	352.68
YESENIA LOPEZ	000000022707344	160.23	GAXI-3200000-000000281014-1	1	01	0	90711	0	00000	27000	4395	3200000	160.23
YUANZHEN LIU	000000022693132	150.00	GAXI-2060000-000000280110-1	1	01	0	90870	0	17000	10000	4381	2060000	150.00
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281055-1	1	01	0	65000	0	57601	11804	5810	7440000	220.47
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280381-1	1	01	0	65000	0	57601	11804	5810	7440000	507.30
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280382-1	2	01	0	65000	0	57601	11804	5810	7440000	468.39
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280383-1	3	01	0	65000	0	57601	11804	5810	7440000	1,163.18
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280384-1	4	01	0	65000	0	57601	11804	5810	7440000	234.20
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280385-1	5	01	0	65000	0	57601	11804	5810	7440000	679.18
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280386-1	6	01	0	65000	0	57601	11804	5810	7440000	936.79
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280387-1	7	01	0	65000	0	57601	11804	5810	7440000	945.79

ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280388-1	8	01	0	65000	0	57601	11804	5810	7440000	702.59
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280741-1	6	01	0	65000	0	57601	11804	5810	7440000	18.00
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280389-1	9	01	0	65000	0	57601	11804	5810	7440000	936.78
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280390-1	10	01	0	65000	0	57601	11804	5810	7440000	1,170.98
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280391-1	11	01	0	65000	0	57601	11804	5810	7440000	702.59
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280392-1	12	01	0	65000	0	57601	11804	5810	7440000	936.79
ZEN EDUCATE INC	000000022686389	10,547.74	GAXI-7440000-000000280393-1	13	01	0	65000	0	57601	11804	5810	7440000	1,163.18
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281056-1	2	01	0	65000	0	57601	11804	5810	7440000	936.78
ZEN EDUCATE INC	000000022672393	3,422.53	GAXI-7440000-000000279807-1	1	01	0	65000	0	57601	11804	5810	7440000	2,341.63
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281057-1	3	01	0	65000	0	57601	11804	5810	7440000	882.74
ZEN EDUCATE INC	000000022672393	3,422.53	GAXI-7440000-000000279808-1	2	01	0	65000	0	57601	11804	5810	7440000	1,080.90
ZEN EDUCATE INC	000000022681750	5,050.03	GAXI-7440000-000000280179-1	2	01	0	65000	0	57601	11804	5810	7440000	2,110.67
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281058-1	4	01	0	65000	0	57601	11804	5810	7440000	989.03
ZEN EDUCATE INC	000000022681750	5,050.03	GAXI-7440000-000000280178-1	1	01	0	65000	0	57601	11804	5810	7440000	2,110.67
ZEN EDUCATE INC	000000022675922	2,557.81	GAXI-7440000-000000280116-1	1	01	0	65000	0	57601	11804	5810	7440000	2,341.63
ZEN EDUCATE INC	000000022675922	2,557.81	GAXI-7440000-000000280117-1	2	01	0	65000	0	57601	11804	5810	7440000	216.18
ZEN EDUCATE INC	000000022681750	5,050.03	GAXI-7440000-000000280180-1	3	01	0	65000	0	57601	11804	5810	7440000	828.69
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280724-1	1	01	0	65000	0	57601	11804	5810	7440000	1,044.90
ZEN EDUCATE INC	000000022693133	5,488.16	GAXI-7440000-000000280500-1	1	01	0	65000	0	57601	11804	5810	7440000	1,035.86
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281059-1	5	01	0	65000	0	57601	11804	5810	7440000	954.80
ZEN EDUCATE INC	000000022693133	5,488.16	GAXI-7440000-000000280501-1	2	01	0	65000	0	57601	11804	5810	7440000	2,110.67
ZEN EDUCATE INC	000000022693133	5,488.16	GAXI-7440000-000000280502-1	3	01	0	65000	0	57601	11804	5810	7440000	2,341.63
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280725-1	2	01	0	65000	0	57601	11804	5810	7440000	2,333.90
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280726-1	3	01	0	65000	0	57601	11804	5810	7440000	1,044.90
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280727-1	4	01	0	65000	0	57601	11804	5810	7440000	2,071.72
ZEN EDUCATE INC	000000022702958	8,624.09	GAXI-7440000-000000280728-1	5	01	0	65000	0	57601	11804	5810	7440000	2,110.67
ZEN EDUCATE INC	000000022707345	5,100.75	GAXI-7440000-000000281060-1	6	01	0	65000	0	57601	11804	5810	7440000	1,116.93
ZEN EDUCATE INC	000000022719240	8,490.71	GAXI-7440000-000000281479-1	1	01	0	65000	0	57601	11804	5810	7440000	1,044.90
ZEN EDUCATE INC	000000022719240	8,490.71	GAXI-7440000-000000281480-1	2	01	0	65000	0	57601	11804	5810	7440000	2,071.72
ZEN EDUCATE INC	000000022719240	8,490.71	GAXI-7440000-000000281481-1	3	01	0	65000	0	57601	11804	5810	7440000	2,341.63
ZEN EDUCATE INC	000000022719240	8,490.71	GAXI-7440000-000000281482-1	4	01	0	65000	0	57601	11804	5810	7440000	2,103.47
ZEN EDUCATE INC	000000022719240	8,490.71	GAXI-7440000-000000281483-1	5	01	0	65000	0	57601	11804	5810	7440000	928.99
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5330000-000000280680-1	9	11	0	63910	0	41104	10000	4310	5330000	325.40
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5330000-000000280675-1	1	11	0	63910	0	41101	27000	4310	5330000	0.44
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5330000-000000280675-1	2	11	0	63910	0	41102	27000	4310	5330000	4.42
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5330000-000000280675-1	3	11	0	63910	0	41104	27000	4310	5330000	3.09
AMAZON CAPITAL SERVICES	000000022697842	1,344.14	GAXI-5330000-000000280675-1	4	11	0	63910	0	41106	27000	4310	5330000	0.88
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5330000-000000280303-1	34	11	0	63910	0	41104	10000	4310	5330000	660.60
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-5330000-000000280318-1	42	11	0	63910	0	41104	10000	4310	5330000	121.60
BOGNAR, PETER	000000022707296	1,720.00	GAXI-5330000-000000281009-1	1	11	0	00639	0	41120	10000	4310	5330000	1,720.00
CDW GOVERNMENT	000000022675892	10,635.63	GAXI-5330000-000000279907-1	1	11	0	63910	0	41102	10000	4410	5330000	7,596.89
CDW GOVERNMENT	000000022675892	10,635.63	GAXI-5330000-000000279907-1	2	11	0	63910	0	41101	10000	4480	5330000	1,519.37
CDW GOVERNMENT	000000022675892	10,635.63	GAXI-5330000-000000279907-1	3	11	0	63910	0	41106	10000	4480	5330000	1,519.37
CITYWIDE UNIFORMS	000000022712033	881.21	GAXI-5330000-000000281066-1	1	11	0	00639	0	41104	10000	4310	5330000	528.73
CITYWIDE UNIFORMS	000000022712033	881.21	GAXI-5330000-000000281066-1	2	11	0	63910	0	41104	10000	4310	5330000	352.48
DIANA AZARIAN	000000022686344	44.00	GAXI-0000000-000000280100-1	1	11	0	00639	0	41103	00000	8671	0000000	44.00
DOLORES (DEE) NIEDRINGHAUS, BSN RN	000000022681715	6,192.00	GAXI-5330000-000000280192-1	1	11	0	63910	0	41104	10000	5810	5330000	6,192.00
ESSENTIAL EDUCATION	000000022672344	11,600.00	GAXI-5330000-000000279911-1	1	11	0	63910	0	41106	10000	5840	5330000	11,600.00
FEDERAL FINGERPRINTING, INC.	000000022719210	791.00	GAXI-5330000-000000281226-1	1	11	0	00639	0	41104	10000	4310	5330000	791.00
GOODHEART-WILCOX PUBLISHER	000000022672349	79.00	GAXI-5330000-000000279909-1	1	11	0	63910	0	41104	10000	4250	5330000	79.00
GRAYBAR	000000022675898	175.36	GAXI-5330000-000000280082-1	1	11	0	63910	0	41102	10000	4310	5330000	175.36
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	1	11	0	00639	0	41100	27000	5810	5330000	6,783.01
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	2	11	0	63910	0	41101	27000	5810	5330000	1,695.76
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	3	11	0	63910	0	41102	27000	5810	5330000	8,478.78
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	4	11	0	63910	0	41103	27000	5810	5330000	1,695.76
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	5	11	0	63910	0	41104	27000	5810	5330000	10,174.54
ISTVAN 'STEVEN' ORI JR	000000022693098	33,915.12	GAXI-5330000-000000280457-1	6	11	0	63910	0	41106	27000	5810	5330000	5,087.27
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279879-1	10	11	0	63910	0	41100	27000	4310	5330000	75.46
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279892-1	19	11	0	63910	0	41100	27000	4310	5330000	22.81
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279899-1	24	11	0	63910	0	41100	27000	4310	5330000	67.14
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279913-1	30	11	0	63910	0	41100	27000	4310	5330000	55.03
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279983-1	67	11	0	63910	0	41100	27000	4310	5330000	782.60

JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279922-1	37	11	0	63910	0	41100	27000	4310	5330000	18.73
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279932-1	42	11	0	63910	0	41100	27000	4310	5330000	7.06
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279935-1	45	11	0	63910	0	41100	27000	4310	5330000	35.44
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279989-1	69	11	0	63910	0	41100	27000	4310	5330000	67.98
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279991-1	70	11	0	63910	0	41100	27000	4310	5330000	376.12
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279937-1	47	11	0	63910	0	41100	27000	4310	5330000	41.13
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279938-1	48	11	0	63910	0	41100	27000	4310	5330000	110.03
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279943-1	53	11	0	63910	0	41100	27000	4310	5330000	89.30
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279948-1	57	11	0	63910	0	41100	27000	4310	5330000	99.64
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279993-1	71	11	0	63910	0	41100	27000	4310	5330000	803.40
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279953-1	60	11	0	63910	0	41100	27000	4310	5330000	106.01
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279957-1	64	11	0	63910	0	41100	27000	4310	5330000	27.14
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279959-1	65	11	0	63910	0	41100	27000	4310	5330000	67.47
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-5330000-000000279961-1	66	11	0	63910	0	41100	27000	4310	5330000	45.35
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281360-1	11	11	0	63910	0	41100	27000	4310	5330000	80.77
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281349-1	2	11	0	63910	0	41100	27000	4310	5330000	319.91
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281374-1	21	11	0	63910	0	41100	27000	4310	5330000	53.15
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281350-1	3	11	0	63910	0	41100	27000	4310	5330000	2,760.90
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281391-1	35	11	0	63910	0	41100	27000	4310	5330000	42.61
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281392-1	36	11	0	63910	0	41100	27000	4310	5330000	45.12
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281351-1	4	11	0	63910	0	41100	27000	4310	5330000	54.46
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281402-1	46	11	0	63910	0	41100	27000	4310	5330000	7,625.29
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281403-1	47	11	0	63910	0	41100	27000	4310	5330000	43.86
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281407-1	51	11	0	63910	0	41100	27000	4310	5330000	500.37
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281409-1	53	11	0	63910	0	41100	27000	4310	5330000	534.31
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281413-1	57	11	0	63910	0	41100	27000	4310	5330000	795.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281415-1	58	11	0	63910	0	41100	27000	4310	5330000	795.00
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281417-1	59	11	0	63910	0	41100	27000	4310	5330000	96.41
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281419-1	61	11	0	63910	0	41100	27000	4310	5330000	505.62
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281420-1	62	11	0	63910	0	41100	27000	4310	5330000	100.04
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281422-1	63	11	0	63910	0	41100	27000	4310	5330000	70.87
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281354-1	7	11	0	63910	0	41100	27000	4310	5330000	39.36
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281424-1	65	11	0	63910	0	41100	27000	4310	5330000	44.15
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281429-1	68	11	0	63910	0	41100	27000	4310	5330000	518.53
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281431-1	70	11	0	63910	0	41100	27000	4310	5330000	52.53
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-5330000-000000281358-1	9	11	0	63910	0	41100	27000	4310	5330000	782.25
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	1	11	0	63910	0	41101	27000	5850	5330000	1,281.26
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	2	11	0	63910	0	41102	27000	5850	5330000	1,281.25
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	3	11	0	63910	0	41104	27000	5850	5330000	1,281.25
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	4	11	0	63910	0	41106	27000	5850	5330000	1,281.25
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	5	11	0	63910	0	41101	27000	5110	5330000	427.08
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	6	11	0	63910	0	41102	27000	5110	5330000	427.08
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	7	11	0	63910	0	41104	27000	5110	5330000	427.08
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280646-1	8	11	0	63910	0	41106	27000	5110	5330000	427.08
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	9	11	0	63910	0	41101	27000	5850	5330000	492.19
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	10	11	0	63910	0	41102	27000	5850	5330000	492.19
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	11	11	0	63910	0	41104	27000	5850	5330000	492.19
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	12	11	0	63910	0	41106	27000	5850	5330000	492.19
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	13	11	0	63910	0	41101	27000	5110	5330000	164.06
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	14	11	0	63910	0	41102	27000	5110	5330000	164.06
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	15	11	0	63910	0	41104	27000	5110	5330000	164.06
NEXSTAR MEDIA INC	000000022697852	9,458.33	GAXI-5330000-000000280647-1	16	11	0	63910	0	41106	27000	5110	5330000	164.06
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022693107	1,928.46	GAXI-5330000-000000280414-1	1	11	0	63910	0	41102	10000	4310	5330000	687.20
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022675906	166.87	GAXI-5330000-000000280083-1	1	11	0	00639	0	41100	10000	4310	5330000	16.69
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022675906	166.87	GAXI-5330000-000000280083-1	2	11	0	63910	0	41101	10000	4310	5330000	33.37
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022675906	166.87	GAXI-5330000-000000280083-1	3	11	0	63910	0	41102	10000	4310	5330000	41.72
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022675906	166.87	GAXI-5330000-000000280083-1	4	11	0	63910	0	41104	10000	4310	5330000	33.37
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022675906	166.87	GAXI-5330000-000000280083-1	5	11	0	63910	0	41106	10000	4310	5330000	41.72
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-5330000-000000281228-1	2	11	0	00639	0	41100	10000	4310	5330000	10.52
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-5330000-000000281228-1	3	11	0	63910	0	41101	10000	4310	5330000	21.03
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-5330000-000000281228-1	4	11	0	63910	0	41102	10000	4310	5330000	26.28
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-5330000-000000281228-1	5	11	0	63910	0	41104	10000	4310	5330000	21.03

OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022719226	551.32	GAXI-5330000-000000281228-1	6	11	0	63910	0	41106	10000	4310	5330000	26.28
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-5330000-000000281100-1	3	11	0	00639	0	41100	10000	4310	5330000	18.36
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-5330000-000000281100-1	4	11	0	63910	0	41101	10000	4310	5330000	36.73
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-5330000-000000281100-1	5	11	0	63910	0	41102	10000	4310	5330000	45.91
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-5330000-000000281100-1	6	11	0	63910	0	41104	10000	4310	5330000	36.73
OFFICE DEPOT/ BUSINESS SERVICES DIVISION	000000022712047	304.86	GAXI-5330000-000000281100-1	7	11	0	63910	0	41106	10000	4310	5330000	45.91
PEARSON	000000022672372	1,502.09	GAXI-5330000-000000279906-1	1	11	0	00639	0	41102	10000	4210	5330000	1,502.09
POCKET NURSE	000000022672374	468.76	GAXI-5330000-000000279908-1	1	11	0	63910	0	41104	10000	4410	5330000	468.76
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	15	11	0	00639	0	00000	00000	9530	0000000	9,469.92
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	16	11	0	39130	0	00000	00000	9530	0000000	1,686.16
SMART & FINAL STORES CORP	000000022705195	130.39	GAXI-5330000-000000280965-1	1	11	0	00639	0	41103	10000	4310	5330000	130.39
S.W. SCHOOL SUPPLY	000000022705193	280.46	GAXI-5330000-000000280966-1	1	11	0	00639	0	41100	10000	4310	5330000	28.05
S.W. SCHOOL SUPPLY	000000022705193	280.46	GAXI-5330000-000000280966-1	2	11	0	63910	0	41100	27000	4310	5330000	252.41
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022672387	1,988.02	GAXI-5330000-000000279910-1	1	11	0	63910	0	41104	10000	4480	5330000	773.67
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022712054	2,708.99	GAXI-5330000-000000281092-1	1	11	0	63910	0	41101	82100	4310	5330000	404.53
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022712054	2,708.99	GAXI-5330000-000000281092-1	2	11	0	63910	0	41102	82100	4310	5330000	404.53
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022712054	2,708.99	GAXI-5330000-000000281092-1	3	11	0	63910	0	41104	82100	4310	5330000	404.53
ULINE - Attn: ACCOUNTS RECEIVABLES	000000022712054	2,708.99	GAXI-5330000-000000281092-1	4	11	0	63910	0	41106	82100	4310	5330000	404.53
U.S. POSTAL SERVICE	000000022693126	370.00	GAXI-5330000-000000280415-1	1	11	0	00639	0	41100	27000	5920	5330000	370.00
VARI SALES CORPORATION	000000022712056	293.80	GAXI-5330000-000000281133-1	1	11	0	63910	0	41101	31100	4310	5330000	73.45
VARI SALES CORPORATION	000000022712056	293.80	GAXI-5330000-000000281133-1	2	11	0	63910	0	41102	31100	4310	5330000	29.38
VARI SALES CORPORATION	000000022712056	293.80	GAXI-5330000-000000281133-1	3	11	0	63910	0	41104	31100	4310	5330000	44.07
VARI SALES CORPORATION	000000022712056	293.80	GAXI-5330000-000000281133-1	4	11	0	63910	0	41106	31100	4310	5330000	146.90
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7540000-000000280290-1	28	12	0	90602	0	11100	10000	4310	7540000	433.23
AMAZON CAPITAL SERVICES	000000022702898	7,442.68	GAXI-7540000-000000280853-1	31	12	0	90602	0	11100	10000	4310	7540000	193.92
DISCOUNT SCHOOL SUPPLY	000000022702910	710.71	GAXI-7540000-000000280847-1	1	12	0	61051	1	11100	10000	4310	7540000	710.71
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7540000-000000279869-1	1	12	0	90602	0	11100	10000	4310	7540000	57.77
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7540000-000000279882-1	12	12	0	90602	0	11100	10000	4310	7540000	327.80
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7540000-000000279884-1	13	12	0	90602	0	11100	10000	4310	7540000	442.78
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7540000-000000279894-1	21	12	0	90602	0	11100	10000	4310	7540000	23.53
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7540000-000000279895-1	22	12	0	90602	0	11100	10000	4310	7540000	327.52
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281361-1	12	12	0	90602	0	11100	10000	4310	7540000	39.56
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281362-1	13	12	0	90602	0	11100	10000	4310	7540000	376.42
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281377-1	24	12	0	90602	0	11100	10000	4310	7540000	584.90
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281385-1	30	12	0	90602	0	11100	10000	4310	7540000	168.60
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281386-1	31	12	0	90602	0	11100	10000	4310	7540000	566.93
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281387-1	32	12	0	90602	0	11100	10000	4310	7540000	565.12
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281394-1	38	12	0	90602	0	11100	10000	4310	7540000	572.08
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281395-1	39	12	0	90602	0	11100	10000	4310	7540000	562.81
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281404-1	48	12	0	90602	0	11100	10000	4310	7540000	439.36
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281405-1	49	12	0	90602	0	11100	10000	4310	7540000	246.82
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281352-1	5	12	0	90602	0	11100	10000	4310	7540000	39.55
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281406-1	50	12	0	90602	0	11100	10000	4310	7540000	130.70
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281353-1	6	12	0	90602	0	11100	10000	4310	7540000	662.25
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7540000-000000281423-1	64	12	0	90602	0	11100	10000	4310	7540000	25.89
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	17	12	0	50250	1	00000	00000	9530	0000000	1,039.05
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	18	12	0	61050	0	00000	00000	9530	0000000	2,822.30
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	19	12	0	61050	1	00000	00000	9530	0000000	2,910.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	20	12	0	90602	0	00000	00000	9530	0000000	11,181.55
SCHOLASTIC, INC	000000022702943	232.78	GAXI-7540000-000000280849-1	1	12	0	61051	1	11100	10000	4310	7540000	232.78
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-7540000-000000279896-1	1	12	0	90602	0	11100	10000	4310	7540000	2.81
S.W. SCHOOL SUPPLY	000000022672379	317.40	GAXI-7540000-000000279897-1	2	12	0	90602	0	11100	10000	4310	7540000	61.74
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-7540000-000000280848-1	3	12	0	61051	1	11100	10000	4310	7540000	220.99
S.W. SCHOOL SUPPLY	000000022693113	141.29	GAXI-7540000-000000280494-1	5	12	0	61050	0	11100	10000	4310	7540000	23.90
S.W. SCHOOL SUPPLY	000000022702941	1,577.57	GAXI-7540000-000000280846-1	2	12	0	61051	1	11100	10000	4310	7540000	220.99
S.W. SCHOOL SUPPLY	000000022693113	141.29	GAXI-7540000-000000280492-1	3	12	0	61050	0	11100	10000	4310	7540000	19.12
S.W. SCHOOL SUPPLY	000000022693113	141.29	GAXI-7540000-000000280493-1	4	12	0	61050	0	11100	10000	4310	7540000	9.95
WAXIE SANITARY SUPPLY	000000022702955	156.11	GAXI-7540000-000000280674-1	1	12	0	90602	0	00000	82100	4310	7540000	156.11
WAXIE SANITARY SUPPLY	000000022707341	631.75	GAXI-7540000-000000280989-1	1	12	0	61050	0	00000	82100	4310	7540000	631.75
AMAZON CAPITAL SERVICES	000000022681702	11,103.88	GAXI-7490000-000000280314-1	40	13	0	53100	0	00000	37000	4310	7490000	28.14
APPLE INC	000000022697843	50,750.19	GAXI-7490000-000000280694-1	4	13	0	53100	0	00000	37000	4450	7490000	7,536.02
ARROW RESTAURANT EQUIPMENT	000000022695431	25,702.30	GAXI-7490000-000000280633-1	1	13	0	53100	0	00000	37000	6510	7490000	25,702.30

CITY OF BURBANK	000000022675893	1,140.56	GAXI-7490000-000000280053-1	1	13	0	53100	0	00000	37000	4360	7490000	1,017.75
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280990-1	1	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280992-1	2	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280994-1	3	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022686342	71.88	GAXI-7490000-000000280449-1	2	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022686342	71.88	GAXI-7490000-000000280448-1	1	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280995-1	4	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280996-1	5	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280997-1	6	13	0	53100	0	00000	37000	5890	7490000	35.94
COZZINI BROS, INC.	000000022707300	251.58	GAXI-7490000-000000280998-1	7	13	0	53100	0	00000	37000	5890	7490000	35.94
DRIFTWOOD DAIRY	000000022719207	8,798.43	GAXI-7490000-000000281471-1	1	13	0	53100	0	00000	37000	4712	7490000	8,798.43
DRIFTWOOD DAIRY	000000022707303	8,642.42	GAXI-7490000-000000281000-1	1	13	0	53100	0	00000	37000	4712	7490000	8,642.42
DRIFTWOOD DAIRY	000000022672343	1,718.33	GAXI-7490000-000000279958-1	1	13	0	53100	0	00000	37000	4712	7490000	1,718.33
DRIFTWOOD DAIRY	000000022686345	7,812.27	GAXI-7490000-000000280376-1	1	13	0	53100	0	00000	37000	4712	7490000	7,812.27
DRIFTWOOD DAIRY	000000022702911	7,668.07	GAXI-7490000-000000280636-1	1	13	0	53100	0	00000	37000	4712	7490000	7,668.07
GOLD STAR FOODS	000000022719212	49,149.79	GAXI-7490000-000000281472-1	1	13	0	53100	0	00000	37000	4712	7490000	49,149.79
GOLD STAR FOODS	000000022707306	53,026.55	GAXI-7490000-000000280999-1	1	13	0	53100	0	00000	37000	4712	7490000	53,026.55
GOLD STAR FOODS	000000022686353	49,602.78	GAXI-7490000-000000280450-1	1	13	0	53100	0	00000	37000	4712	7490000	49,602.78
GOLD STAR FOODS	000000022702916	55,030.89	GAXI-7490000-000000280635-1	1	13	0	53100	0	00000	37000	4712	7490000	55,030.89
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281532-1	21	13	0	53100	0	00000	37000	4310	7490000	-48.05
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281436-1	2	13	0	53100	0	00000	37000	4310	7490000	-48.05
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280402-1	1	13	0	53100	0	00000	37000	4310	7490000	222.85
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280403-1	2	13	0	53100	0	00000	37000	4310	7490000	507.55
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280407-1	6	13	0	53100	0	00000	37000	4310	7490000	2,524.88
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280406-1	5	13	0	53100	0	00000	37000	4310	7490000	489.92
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280405-1	4	13	0	53100	0	00000	37000	4310	7490000	374.67
IMPERIAL DADE	000000022686356	4,956.91	GAXI-7490000-000000280404-1	3	13	0	53100	0	00000	37000	4310	7490000	837.04
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281464-1	13	13	0	53100	0	00000	37000	4310	7490000	249.30
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281463-1	12	13	0	53100	0	00000	37000	4310	7490000	838.82
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281462-1	11	13	0	53100	0	00000	37000	4310	7490000	249.30
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281460-1	10	13	0	53100	0	00000	37000	4310	7490000	533.35
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281459-1	9	13	0	53100	0	00000	37000	4310	7490000	249.30
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281458-1	8	13	0	53100	0	00000	37000	4310	7490000	3,266.74
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281457-1	7	13	0	53100	0	00000	37000	4310	7490000	249.30
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281454-1	6	13	0	53100	0	00000	37000	4310	7490000	442.59
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281453-1	5	13	0	53100	0	00000	37000	4310	7490000	2,887.99
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281451-1	4	13	0	53100	0	00000	37000	4310	7490000	249.30
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281450-1	3	13	0	53100	0	00000	37000	4310	7490000	1,085.37
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281470-1	19	13	0	53100	0	00000	37000	4310	7490000	3,192.27
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281469-1	18	13	0	53100	0	00000	37000	4310	7490000	749.28
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281468-1	17	13	0	53100	0	00000	37000	4310	7490000	516.49
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281467-1	16	13	0	53100	0	00000	37000	4310	7490000	855.69
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281466-1	15	13	0	53100	0	00000	37000	4310	7490000	125.52
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281465-1	14	13	0	53100	0	00000	37000	4310	7490000	131.36
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281435-1	1	13	0	53100	0	00000	37000	4310	7490000	-0.10
IMPERIAL DADE	000000022719214	15,775.67	GAXI-7490000-000000281531-1	20	13	0	53100	0	00000	37000	4310	7490000	-0.10
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279870-1	2	13	0	53100	0	00000	37000	4310	7490000	1,480.49
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279898-1	23	13	0	53100	0	00000	37000	4310	7490000	36.90
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279903-1	27	13	0	53100	0	00000	37000	4310	7490000	2,046.41
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279904-1	28	13	0	53100	0	00000	37000	4310	7490000	147.02
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279915-1	32	13	0	53100	0	00000	37000	4310	7490000	366.17
JPMORGAN CHASE BANK	000000022672360	21,752.28	GAXI-7490000-000000279954-1	61	13	0	53100	0	00000	37000	4310	7490000	184.71
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281348-1	1	13	0	53100	0	00000	37000	4310	7490000	151.43
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281364-1	15	13	0	53100	0	00000	37000	4310	7490000	2,856.92
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281367-1	16	13	0	53100	0	00000	37000	4310	7490000	928.83
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281368-1	17	13	0	53100	0	00000	37000	4310	7490000	-928.83
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281370-1	18	13	0	53100	0	00000	37000	4310	7490000	130.40
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281372-1	19	13	0	53100	0	00000	37000	4310	7490000	247.60
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281373-1	20	13	0	53100	0	00000	37000	4310	7490000	68.46
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281397-1	41	13	0	53100	0	00000	37000	4310	7490000	2,103.28
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281425-1	66	13	0	53100	0	00000	37000	4310	7490000	224.96
JPMORGAN CHASE BANK	202604280572637	40,097.11	GAXI-7490000-000000281355-1	8	13	0	53100	0	00000	37000	4310	7490000	926.83

LUNCHASSIST, INC.	000000022702931	3,328.00	GAXI-7490000-000000280781-1	1	13	0	53100	0	00000	37000	5850	7490000	3,328.00
MORHIL GROUP, INC	000000022686368	1,439.67	GAXI-7490000-000000280375-1	1	13	0	53100	0	00000	37000	4310	7490000	1,439.67
OLD GROVE ORANGE, INC	000000022686372	12,152.00	GAXI-7490000-000000280377-1	1	13	0	53100	0	00000	37000	4712	7490000	5,682.00
OLD GROVE ORANGE, INC	000000022686372	12,152.00	GAXI-7490000-000000280397-1	2	13	0	53100	0	00000	37000	4712	7490000	6,470.00
OLD GROVE ORANGE, INC	000000022707331	6,187.00	GAXI-7490000-000000281001-1	1	13	0	53100	0	00000	37000	4712	7490000	6,187.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	22	13	0	53100	0	00000	00000	9530	0000000	20,885.00
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280814-1	2	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280821-1	8	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280828-1	14	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280818-1	6	13	0	53100	0	00000	82000	5570	7490000	149.95
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280815-1	3	13	0	53100	0	00000	82000	5570	7490000	149.95
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280829-1	15	13	0	53100	0	00000	82000	5570	7490000	76.05
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280823-1	10	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280816-1	4	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280830-1	16	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280819-1	7	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280827-1	13	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280832-1	17	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280833-1	18	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280824-1	11	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280826-1	12	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280817-1	5	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280813-1	1	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280822-1	9	13	0	53100	0	00000	82000	5570	7490000	350.00
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280834-1	19	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280835-1	20	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280857-1	29	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280843-1	25	13	0	53100	0	00000	82000	5570	7490000	149.95
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280837-1	22	13	0	53100	0	00000	82000	5570	7490000	149.95
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280854-1	26	13	0	53100	0	00000	82000	5570	7490000	76.05
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280859-1	31	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280858-1	30	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280855-1	27	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280840-1	24	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280861-1	33	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280860-1	32	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280863-1	35	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280838-1	23	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280862-1	34	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280856-1	28	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022702956	4,300.62	GAXI-7490000-000000280836-1	21	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281011-1	1	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022686388	114.24	GAXI-7490000-000000280378-1	1	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281021-1	6	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281023-1	8	13	0	53100	0	00000	82000	5570	7490000	149.95
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281018-1	3	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281022-1	7	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281019-1	4	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281016-1	2	13	0	53100	0	00000	82000	5570	7490000	114.24
WESTERN EXTERMINATOR	000000022707342	949.63	GAXI-7490000-000000281020-1	5	13	0	53100	0	00000	82000	5570	7490000	114.24
BEST CONTRACTING SERVICES, INC.	202604140567186	85,016.46	GAXI-2030000-000000276924-1	1	21	0	00000	0	91008	85000	6230	2030000	85,016.46
BUDLONG AND ASSOCIATES, INC.	000000022681704	39,000.00	GAXI-7400000-000000280320-1	1	21	0	00000	0	00000	85000	5631	7400000	39,000.00
GREG POWELL, ARCHITECT, A CORPORATION	000000022678142	4,904.60	GAXI-7520000-000000279705-1	1	21	3	00000	0	91008	85000	6282	7520000	4,904.60
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280661-1	3	21	3	00000	0	92000	85000	5820	7400000	30.25
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280662-1	6	21	3	00000	0	92000	85000	5820	7400000	21.58
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280663-1	9	21	3	00000	0	92000	85000	5820	7400000	73.90
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280664-1	12	21	3	00000	0	92000	85000	5820	7400000	2.38
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280665-1	15	21	3	00000	0	92000	85000	5820	7400000	2.38
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280666-1	18	21	3	00000	0	92000	85000	5820	7400000	2.38
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280667-1	21	21	3	00000	0	92000	85000	5820	7400000	8.24
LOZANO SMITH	000000022707321	36,895.17	GAXI-7400000-000000280668-1	24	21	3	00000	0	92000	85000	5820	7400000	41.98
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280669-1	3	21	3	00000	0	92000	85000	5820	7400000	20.13

LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280671-1	6	21	3	00000	0	92000	85000	5820	7400000	8.73
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280672-1	9	21	3	00000	0	92000	85000	5820	7400000	13.07
LOZANO SMITH	000000022712042	21,167.94	GAXI-7400000-000000280673-1	12	21	3	00000	0	92000	85000	5820	7400000	63.13
MALIHE SHOKOUHI	000000022678146	35.00	GAXI-7500000-000000280140-1	1	21	3	00000	0	92000	85000	5210	7500000	35.00
MALIHE SHOKOUHI	000000022707323	47.60	GAXI-7500000-000000280991-1	1	21	3	00000	0	92000	85000	5210	7500000	47.60
MOLLENHAUER GROUP CIVIL, INC.	000000022712044	45,440.00	GAXI-5330000-000000280845-1	1	21	0	00000	0	91008	85000	6282	5330000	45,440.00
PJHM ARCHITECTS, INC.	000000022721967	35,094.21	GAXI-2060000-000000281344-1	1	21	0	00000	0	00000	85000	6250	2060000	31,498.34
PJHM ARCHITECTS, INC.	000000022721967	35,094.21	GAXI-2020000-000000281347-1	2	21	0	00000	0	00000	85000	6250	2020000	3,595.87
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000000-000000280174-1	21	21	0	00000	0	00000	00000	9530	0000000	2,338.65
RUSSELL SIGLER INC.	000000022697855	21,216.00	GAXI-4310000-000000280631-1	1	21	0	00000	0	00000	85000	6510	4310000	21,216.00
TBP/ARCHITECTURE, INC	000000022678152	4,977.11	GAXI-4320000-000000279706-1	1	21	0	00000	0	91008	85000	6250	4320000	4,977.11
WESTGROUP DESIGNS, INC.	000000022712057	17,667.50	GAXI-4310000-000000280839-1	1	21	0	00000	0	91008	85000	6250	4310000	11,937.50
WESTGROUP DESIGNS, INC.	000000022712057	17,667.50	GAXI-4310000-000000280842-1	2	21	0	00000	0	91008	85000	6250	4310000	5,730.00
CONVERSE CONSULTANTS	000000022678136	904.73	GAXI-4310000-000000279704-1	1	40	0	90329	0	00000	85000	6282	4310000	904.73
PUBLIC ECONOMICS, INC.	000000022707334	6,862.50	GAXI-7470000-000000281047-1	1	40	0	00000	0	00000	85000	5850	7470000	4,287.50
PUBLIC ECONOMICS, INC.	000000022707334	6,862.50	GAXI-7470000-000000281049-1	2	40	0	00000	0	00000	85000	5850	7470000	2,575.00
U S BANK	000000022702952	1,075.00	GAXI-7400000-000000280885-1	1	40	0	90329	0	00000	85000	5890	7400000	250.00
U S BANK	000000022702952	1,075.00	GAXI-7400000-000000280886-1	2	40	0	90329	0	00000	85000	5890	7400000	825.00
ANA MARIA MOEN	202604280572626	807.05	GAXI-0000000-000000281274-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
ANNA MARTIROSYAN	202604280572612	708.76	GAXI-0000000-000000281267-1	1	67	0	00000	0	00000	60000	5810	0000000	708.76
ANNETTE RIOJAS	202604280572584	807.05	GAXI-0000000-000000281291-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
AREVAHAD AVANESSIAN	202604280572533	319.29	GAXI-0000000-000000281174-1	1	67	0	00000	0	00000	60000	5810	0000000	319.29
BEVERLY BUSSARD	202604280572639	1,248.29	GAXI-0000000-000000281188-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
BRIDGET L HIGHFILL	202604280572631	807.05	GAXI-0000000-000000281243-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
BROIDY, HEATHER	000000022719199	1,015.84	GAXI-0000000-000000281183-1	1	67	0	00000	0	00000	60000	5810	0000000	1,015.84
CARIN L WANTLAND	202604280572595	1,269.81	GAXI-0000000-000000281323-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
CAROL H ROWSEY	202604280572563	503.50	GAXI-0000000-000000281297-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
CAROLYN PERLSTEIN	202604280572590	1,269.81	GAXI-0000000-000000281286-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
CARYN S TOMER	202604280572586	1,295.34	GAXI-0000000-000000281314-1	1	67	0	00000	0	00000	60000	5810	0000000	1,295.34
CATHY MARCY	202604280572534	807.05	GAXI-0000000-000000281263-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
CHRISTINA K. WRIGHT	202604280572593	127.00	GAXI-0000000-000000281327-1	1	67	0	00000	0	00000	60000	5810	0000000	127.00
CHRISTOPHER ANDREW MITCHELL	202604280572587	1,264.24	GAXI-0000000-000000281273-1	1	67	0	00000	0	00000	60000	5810	0000000	1,264.24
CLARKE, KELLI	202604280572535	1,269.81	GAXI-0000000-000000281193-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
DARIN WOLF	202604280572627	807.05	GAXI-0000000-000000281325-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
DAVID OLMOS	202604280572564	194.83	GAXI-0000000-000000281282-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
DAVID REYES	202604280572579	194.83	GAXI-0000000-000000281288-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
DAVID THOMSON	202604280572541	1,248.29	GAXI-0000000-000000281313-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
DEBORAH ANN FARMER	202604280572603	798.03	GAXI-0000000-000000281224-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
DEBORAH MADRIGAL	202604280572549	1,396.00	GAXI-0000000-000000281262-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
DEBRA MELARAGNO	202604280572646	503.50	GAXI-0000000-000000281270-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
DELFINO ROMERO	202604280572548	194.83	GAXI-0000000-000000281295-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
DIANA RHOADS	202604280572546	1,269.81	GAXI-0000000-000000281289-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
DIONNE K BRADSHAW	202604280572644	1,269.81	GAXI-0000000-000000281182-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
DONNA S SPAULDING	202604280572559	503.50	GAXI-0000000-000000281308-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
EDGE, ALYSON	202604280572577	807.05	GAXI-0000000-000000281220-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
ELISA SAHAGUN	202604280572647	807.05	GAXI-0000000-000000281298-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
ELIZABETH BITNER	202604280572638	1,248.29	GAXI-0000000-000000281180-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
ELIZABETH THOMAS	202604280572529	1,269.81	GAXI-0000000-000000281311-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
ELIZABETH WOOD	202604280572628	1,248.29	GAXI-0000000-000000281326-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
ESCOBAR, CELIA MOLINA	202604280572532	503.50	GAXI-0000000-000000281275-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
FRANCISCO J VILLARREAL	202604280572561	194.83	GAXI-0000000-000000281320-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
GENEVA RICHARDS TARANDEK	202604280572598	825.69	GAXI-0000000-000000281290-1	1	67	0	00000	0	00000	60000	5810	0000000	825.69
GENEVA RICHARDS TARANDEK	202604140567183	108.00	GAXI-0000000-000000280643-1	1	67	0	00000	0	00000	60000	5810	0000000	108.00
GEORGAN YANTZ	202604280572531	1,269.81	GAXI-0000000-000000281330-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
GHADA BAKHOS	202604280572552	194.83	GAXI-0000000-000000281177-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
GLORIA DIANE MEZA	202604280572555	194.83	GAXI-0000000-000000281271-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
GLORIA LARA	202604280572554	409.70	GAXI-0000000-000000281253-1	1	67	0	00000	0	00000	60000	5810	0000000	409.70
HALLIE ELIZABETH FLEISHMAN	202604280572602	1,269.81	GAXI-0000000-000000281230-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
HELENE K MARTE	202604280572562	1,269.81	GAXI-0000000-000000281265-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
HENRY WALLACE ALEXANDER JR	202604280572629	807.05	GAXI-0000000-000000281167-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
IAN LEPATAN	202604280572557	825.69	GAXI-0000000-000000281254-1	1	67	0	00000	0	00000	60000	5810	0000000	825.69
ISMAEL LOPEZ	202604280572614	807.05	GAXI-0000000-000000281260-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05

JAMIE ANDREWS	202604280572538	755.91	GAXI-0000000-000000281169-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
JANE ANNE SINGER	000000022719215	825.69	GAXI-0000000-000000281307-1	1	67	0	00000	0	00000	60000	5810	0000000	825.69
JANET LAM-ZIEGLER	202604280572623	1,269.81	GAXI-0000000-000000281251-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
JANET MCKENNA	202604280572597	807.05	GAXI-0000000-000000281269-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
JANICE GRESHAM	202604280572642	1,269.81	GAXI-0000000-000000281236-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
JANICE L BUROW	202604280572633	807.05	GAXI-0000000-000000281187-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
JASMAN SEPRAKI	202604280572547	755.91	GAXI-0000000-000000281232-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
JEFFREY HERB THOMPSON	202604280572588	807.05	GAXI-0000000-000000281312-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
JERMAN AVANISIAN	202604280572539	755.91	GAXI-0000000-000000281175-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
JOANNE VALLONE	202604280572530	319.29	GAXI-0000000-000000281317-1	1	67	0	00000	0	00000	60000	5810	0000000	319.29
JOHN KLEIN	202604280572585	1,248.29	GAXI-0000000-000000281249-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
JOHN PARAMO	202604280572649	1,269.81	GAXI-0000000-000000281285-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
JOSE JULIAN RODRIGUEZ	202604280572618	127.00	GAXI-0000000-000000281293-1	1	67	0	00000	0	00000	60000	5810	0000000	127.00
JOSEPH BOYD	202604280572569	1,396.00	GAXI-0000000-000000281181-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
JOSE ROBERTO RODRIGUEZ VILLATA	202604280572640	194.83	GAXI-0000000-000000281319-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
JULIE ANN GRENE	202604280572607	435.57	GAXI-0000000-000000281235-1	1	67	0	00000	0	00000	60000	5810	0000000	435.57
JULIE ANN LAMBERT	202604280572600	798.03	GAXI-0000000-000000281250-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
JULIE ARBOGAST	202604280572615	194.83	GAXI-0000000-000000281172-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
KATHRYN SESSINGHAUS	202604280572567	1,396.00	GAXI-0000000-000000281304-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
KATHY J YAEGER	202604280572556	503.50	GAXI-0000000-000000281328-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
KEN BROWN	202604280572582	1,269.81	GAXI-0000000-000000281184-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
KIMBERLY A JOHNSON	202604280572574	807.05	GAXI-0000000-000000281245-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
LAURA BAUMAN	202604280572589	194.83	GAXI-0000000-000000281179-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
LAURIE A HARMON	202604280572596	807.05	GAXI-0000000-000000281239-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
LESLIE HAWA	202604280572536	1,269.81	GAXI-0000000-000000281241-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
LESZEK BACZKOWSKI	202604280572553	503.50	GAXI-0000000-000000281176-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
LETICIA GUADALUPE CASTILLO	202604280572645	1,396.00	GAXI-0000000-000000281191-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
LIANN ASMUSSEN	202604280572604	1,248.29	GAXI-0000000-000000281173-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
LINDA LINDLEY	202604280572570	194.83	GAXI-0000000-000000281258-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
LINDA MARIE SWEENEY	202604280572609	319.29	GAXI-0000000-000000281309-1	1	67	0	00000	0	00000	60000	5810	0000000	319.29
LINDA V. GREGORCZYK	202604280572635	1,269.81	GAXI-0000000-000000281234-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
LOUIS DY	202604280572527	194.83	GAXI-0000000-000000281219-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
LYDIA LUIZZI	202604280572648	503.50	GAXI-0000000-000000281261-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
LYDIA MARINA RIOS	000000022719221	319.29	GAXI-0000000-000000281292-1	1	67	0	00000	0	00000	60000	5810	0000000	319.29
LYNDA CAMARILLO	202604280572544	377.43	GAXI-0000000-000000281189-1	1	67	0	00000	0	00000	60000	5810	0000000	377.43
MARGARET HESS-WITUCKI	202604280572621	807.05	GAXI-0000000-000000281242-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
MARGARET MORGAN	202604280572605	1,248.29	GAXI-0000000-000000281276-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
MARIA ELENA ROMERO	202604280572542	807.05	GAXI-0000000-000000281296-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
MARIA MARQUEZ CARMAN	202604280572583	1,269.81	GAXI-0000000-000000281264-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
MARK CLARKE	202604280572526	1,269.81	GAXI-0000000-000000281194-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
MARK PALMER	202604280572550	194.83	GAXI-0000000-000000281284-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
MARLA J JURMAN	202604280572622	798.03	GAXI-0000000-000000281246-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
MARLA STEPHANIE LIDDELL-JOHNSON	202604280572624	1,248.29	GAXI-0000000-000000281256-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
MARTHA WALTER	202604280572634	1,396.00	GAXI-0000000-000000281322-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
MARY KELLY	202604280572551	798.03	GAXI-0000000-000000281248-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
MERCEDITA R CORNEJO	202604280572558	755.91	GAXI-0000000-000000281197-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
MICHELLE HACKING	202604280572620	755.91	GAXI-0000000-000000281237-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
NANCY J MARTIN	202604280572573	798.03	GAXI-0000000-000000281266-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
NANCY PETERSEN	202604280572636	1,269.81	GAXI-0000000-000000281287-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
NANCY RENEE FITZGERALD	202604280572630	1,248.29	GAXI-0000000-000000281229-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
PAMELA A. ELLIS	202604280572594	409.70	GAXI-0000000-000000281221-1	1	67	0	00000	0	00000	60000	5810	0000000	409.70
PAMELA COHEN	202604280572572	1,269.81	GAXI-0000000-000000281195-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
PATRICIA IVANKOVIC	202604280572601	807.05	GAXI-0000000-000000281244-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
PATRICIA VALDIVIA GOLASKI	202604280572560	798.03	GAXI-0000000-000000281233-1	1	67	0	00000	0	00000	60000	5810	0000000	798.03
PATRICK CARMAN	202604280572525	1,269.81	GAXI-0000000-000000281190-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
PERRY REX BULLINGTON	202604280572592	1,269.81	GAXI-0000000-000000281186-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
PHILLIP HARRIS	202604280572580	194.83	GAXI-0000000-000000281240-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000001-000000280174-1	25	67	0	00000	0	00000	60000	5810	0000001	45,010.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000027-000000280174-1	24	67	0	00000	0	00000	60000	5810	0000027	5,372.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-0000072-000000280174-1	26	67	0	00000	0	00000	60000	5810	0000072	33,696.00
PUBLIC EMPLOYEES' RET SYSTEM	202604020562746	1,896,512.61	GAXI-7400000-000000280174-1	27	67	0	00000	0	00000	60000	5810	7400000	324.87
RALPH DEJEAN FALLS	202604280572611	755.91	GAXI-0000000-000000281223-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91

RANDY M OGAWA	202604280572610	807.05	GAXI-0000000-000000281281-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
REBECCA RODRIGUEZ	202604280572581	194.83	GAXI-0000000-000000281294-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
RENEE NORMAN MILLER	202604280572599	1,396.00	GAXI-0000000-000000281272-1	1	67	0	00000	0	00000	60000	5810	0000000	1,396.00
RICHARD D LIGHTFOOT	202604280572566	825.69	GAXI-0000000-000000281257-1	1	67	0	00000	0	00000	60000	5810	0000000	825.69
RICK VONK	202603310561382	807.05	GAXI-0000000-000000280011-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
RICK VONK	202604280572613	807.05	GAXI-0000000-000000281321-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
ROBERT D. ALCANTAR	202604280572591	503.50	GAXI-0000000-000000281162-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
ROOBINA KARIMIAN	000000022719227	708.76	GAXI-0000000-000000281247-1	1	67	0	00000	0	00000	60000	5810	0000000	708.76
ROSE GARCIA	202604280572528	807.05	GAXI-0000000-000000281231-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
SANDRA ENGEL	202604280572540	807.05	GAXI-0000000-000000281222-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
SHAWN LEE MULLOY	202604280572576	807.05	GAXI-0000000-000000281277-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
SHERYL HAMBRO	202604280572568	807.05	GAXI-0000000-000000281238-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
SIMA NAZEM	202604280572575	319.29	GAXI-0000000-000000281278-1	1	67	0	00000	0	00000	60000	5810	0000000	319.29
SONIA BANKS	202604280572543	1,248.29	GAXI-0000000-000000281178-1	1	67	0	00000	0	00000	60000	5810	0000000	1,248.29
STELLA M VERANO	202604280572578	194.83	GAXI-0000000-000000281318-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
SUSAN CONWAY	202604280572619	755.91	GAXI-0000000-000000281196-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
SUSAN DUNN	202604280572641	503.50	GAXI-0000000-000000281218-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
SUSAN J LEVY AUSTIN	202604280572617	1,269.81	GAXI-0000000-000000281255-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
SUSANNE LANE-LARMOUTH	202604280572632	409.70	GAXI-0000000-000000281252-1	1	67	0	00000	0	00000	60000	5810	0000000	409.70
SUZANNE ELIZABETH MCHORNEY	202604280572625	807.05	GAXI-0000000-000000281268-1	1	67	0	00000	0	00000	60000	5810	0000000	807.05
THERESA NICOLAOU	202604280572537	194.83	GAXI-0000000-000000281279-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
TIMMY CHIN	202604280572608	1,269.81	GAXI-0000000-000000281192-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
TINA NUNEZ TELLEZ	202604280572606	194.83	GAXI-0000000-000000281280-1	1	67	0	00000	0	00000	60000	5810	0000000	194.83
TONYA WILKEN	000000022719236	755.91	GAXI-0000000-000000281324-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
TOOLEY, LAURA	202604280572545	1,269.81	GAXI-0000000-000000281315-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
VANOOHI SARKISSIAN	202604280572565	755.91	GAXI-0000000-000000281303-1	1	67	0	00000	0	00000	60000	5810	0000000	755.91
VERONICA ABRAMIAN SETAGHIAN	202604280572643	503.50	GAXI-0000000-000000281305-1	1	67	0	00000	0	00000	60000	5810	0000000	503.50
VICKI G THALHEIMER	202604280572616	1,269.81	GAXI-0000000-000000281310-1	1	67	0	00000	0	00000	60000	5810	0000000	1,269.81
ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN	000000022702897	3,845.68	GAXI-0000000-000000280891-1	1	76	0	00000	0	00000	00000	9517	0000000	3,845.68
ACSA - ASSOC OF CALIFORNIA SCHLS ADMIN	000000022681700	25.00	GAXI-0000000-000000280193-1	1	76	0	00000	0	00000	00000	9517	0000000	25.00
AMERICAN FIDELITY	000000022678126	55,721.23	GAXI-0000000-000000280169-1	1	76	0	00000	0	00000	00000	9562	0000000	55,721.23
AMERICAN FIDELITY ASSURANCE COMPANY	000000022678127	22,670.00	GAXI-0000000-000000280163-1	1	76	0	00000	0	00000	00000	9562	0000000	22,670.00
AMERICAN FIDELITY ASSURANCE COMPANY	000000022702900	22,670.00	GAXI-0000000-000000280933-1	1	76	0	00000	0	00000	00000	9562	0000000	22,670.00
BURBANK TEACHERS ASSOCIATION	000000022702904	2,012.56	GAXI-0000000-000000280893-1	1	76	0	00000	0	00000	00000	9581	0000000	2,012.56
BURBANK TEACHERS ASSOCIATION	000000022681705	85,964.74	GAXI-0000000-000000280195-1	1	76	0	00000	0	00000	00000	9581	0000000	85,964.74
CALIFORNIA SCHOOL EMPLOYEES	000000022702906	21,732.78	GAXI-0000000-000000280892-1	1	76	0	00000	0	00000	00000	9517	0000000	21,732.78
CALIFORNIA SCHOOL EMPLOYEES	000000022681706	62.82	GAXI-0000000-000000280194-1	1	76	0	00000	0	00000	00000	9517	0000000	62.82
CALPERS 457 PLAN	000000022681707	5,725.00	GAXI-0000000-000000280175-1	1	76	0	00000	0	00000	00000	9518	0000000	4,025.00
CALPERS 457 PLAN	000000022695432	7,800.00	GAXI-0000000-000000280640-1	1	76	0	00000	0	00000	00000	9518	0000000	7,800.00
CALPERS 457 PLAN	000000022681707	5,725.00	GAXI-0000000-000000280176-1	2	76	0	00000	0	00000	00000	9518	0000000	1,700.00
MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	202604170568529	15,639.18	GAXI-0000000-000000280894-1	1	76	0	00000	0	00000	00000	9518	0000000	15,639.18
MIDAMERICA ADMINISTRATIVE & RETIREMENT SOLUTIONS	202604060563902	37.32	GAXI-0000000-000000280196-1	1	76	0	00000	0	00000	00000	9518	0000000	37.32
NEW YORK LIFE INSURANCE CO	000000022707327	40.50	GAXI-0000000-000000281061-1	1	76	0	00000	0	00000	00000	9579	0000000	40.50
SCHOOLS FIRST FCU	000000022702945	1,310.00	GAXI-0000000-000000280896-1	1	76	0	00000	0	00000	00000	9517	0000000	1,310.00
SCHOOLS FIRST FCU	000000022681738	4,440.00	GAXI-0000000-000000280198-1	1	76	0	00000	0	00000	00000	9517	0000000	4,440.00
TDS/OMNI&TSACG	202604020562744	18,259.97	GAXI-0000000-000000280160-1	1	76	0	00000	0	00000	00000	9550	0000000	18,259.97
TDS/OMNI&TSACG	202604030563178	166,169.55	GAXI-0000000-000000280157-1	1	76	0	00000	0	00000	00000	9518	0000000	166,169.55
TDS/OMNI&TSACG	202604140567185	895.00	GAXI-0000000-000000280642-1	1	76	0	00000	0	00000	00000	9550	0000000	895.00
TDS/OMNI&TSACG	202604140567184	19,435.00	GAXI-0000000-000000280641-1	1	76	0	00000	0	00000	00000	9518	0000000	19,435.00
TDS/OMNI&TSACG	202604020562745	600.00	GAXI-0000000-000000280161-1	1	76	0	00000	0	00000	00000	9550	0000000	600.00
TDS/OMNI&TSACG	202604020562742	20,115.00	GAXI-0000000-000000280158-1	1	76	0	00000	0	00000	00000	9518	0000000	20,115.00
TDS/OMNI&TSACG	202604020562743	3,600.00	GAXI-0000000-000000280159-1	1	76	0	00000	0	00000	00000	9518	0000000	3,600.00
TEXAS LIFE INSURANCE CO	000000022702949	4,136.86	GAXI-0000000-000000280936-1	1	76	0	00000	0	00000	00000	9562	0000000	4,136.86
THE STANDARD INSURANCE COMPANY	000000022702950	143.21	GAXI-0000000-000000280897-1	1	76	0	00000	0	00000	00000	9567	0000000	143.21
THE STANDARD INSURANCE COMPANY	000000022681743	9,182.25	GAXI-0000000-000000280199-1	1	76	0	00000	0	00000	00000	9567	0000000	9,182.25
UME FEDERAL CREDIT UNION	000000022702953	2,375.00	GAXI-0000000-000000280898-1	1	76	0	00000	0	00000	00000	9517	0000000	2,375.00
UME FEDERAL CREDIT UNION	000000022681745	19,154.00	GAXI-0000000-000000280200-1	1	76	0	00000	0	00000	00000	9517	0000000	19,154.00

Burbank Unified School District
Fiscal Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Rosetta Wallace, Account Analyst
SUBMITTED BY:	Cheretta Wade, Administrative Secretary II, Business Services
DATE:	May 21, 2026
SUBJECT:	Miscellaneous Receipts Report – April 1, 2026 – April 30, 2026

Background:
This item provides the Board of Education with a monthly informational report summarizing miscellaneous receipts received by the District for the period of April 1, 2026 through April 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

April 2026

Category	**Amount**
Donations / Gifts / Grants	$1,009,763.86

Refunds	$10,270.54
Reimbursements	$28,468.09
Billables	$85,704.79
Developer Fees	$123,361.37
Use of Facilities	$50,561.00
Parking Rent	$7,800.00
At Risk Insurance	$3,687.91
Cash Deposits	$999.00
Miscellaneous	$37,195.00
Total April Activity	**$1,357,811.56**

MONTH TOTAL
Total Miscellaneous Receipts: **$1,357,811.56**

Fiscal Impact: (if any)
$1,357,811.56

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	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	277.72	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	364.56	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	434.82	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	128.04	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	213.64	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	434.82	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	205.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	289.88	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	23.42	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	75.74	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	434.82	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	213.64	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	566.19	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	703.32	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	31.64	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	129.84	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.54	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
DISTRICT OFFICE	729.12	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	45.27	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	82.03	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/3/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	350.00	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	347.22	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	23.42	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	10.82	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	298.88	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	138.86	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	138.86	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	869.64	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	289.88	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	213.64	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	20.82	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	10.82	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	82.03	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	213.64	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	31.64	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	82.03	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	117.22	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	416.58	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	234.44	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.20	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	175.83	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	45.27	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	132.34	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	47.05	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	31.64	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	57.87	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	117.22	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	579.76	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	434.82	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	23.42	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	202.82	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	134.12	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	996.37	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	57.87	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	57.87	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	175.83	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	63.31	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	121.52	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	208.29	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	144.94	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	69.43	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	213.63	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000
DISTRICT OFFICE	58.61	4/16/2026	RETIREE BENEFITS	01.0-90909.0-00000-00000-9530-00000000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
Reimbursements	28,468.09			
FACILITIES SERVICES	140.00	4/16/2026	25-0301 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	105.00	4/16/2026	25-0222 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	844.00	4/16/2026	25-0788 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	3,255.00	4/16/2026	25-0622,0418,0405,0377,0223 & 0413 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	367.50	4/16/2026	25-0594,0593 & 0464 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	70.00	4/16/2026	25-0314 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	3,207.50	4/16/2026	25-0583 & 25-0706 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	10,338.50	4/16/2026	25-0117 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	4,560.00	4/16/2026	25-0187, 0120, & 0123 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	315.00	4/16/2026	25-0403 & 25-0322 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	3,802.50	4/16/2026	25-0311,25-0308 & 25-0338 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	3,990.00	4/16/2026	25-0422,25-0420,0428,0486 & 0523 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	1,743.00	4/16/2026	25-0817, 0691, & 0690 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	140.00	4/16/2026	25-0504 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	175.00	4/16/2026	25-0636 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	175.00	4/16/2026	25-0565 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	122.50	4/16/2026	25-0508 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	245.00	4/16/2026	25-0669 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	227.50	4/16/2026	25-0306 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	210.00	4/16/2026	25-0305 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	70.00	4/16/2026	25-0321 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	612.50	4/16/2026	25-0522 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	1,050.00	4/16/2026	25-0548 & 25-0699 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	367.50	4/16/2026	25-0619 & 25-0534 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	525.00	4/16/2026	25-0373 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	633.50	4/16/2026	25-0867 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	2,135.50	4/16/2026	25-0213 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	2,261.00	4/16/2026	25-0834 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	105.00	4/16/2026	25-0471 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	437.50	4/16/2026	25-0540 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	700.00	4/16/2026	25-0375 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	1,142.50	4/16/2026	25-0327 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	1,440.00	4/16/2026	25-0806 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	490.00	4/16/2026	25-0434 & 25-0805 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	140.00	4/16/2026	25-0423 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	227.50	4/16/2026	25-0256 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	2,977.50	4/16/2026	25-0847 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	338.00	4/16/2026	25-0905 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	420.00	4/16/2026	25-0406 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	175.00	4/16/2026	25-0412 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	175.00	4/16/2026	25-0516 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
FACILITIES SERVICES	105.00	4/16/2026	25-0751 Use of Facilities	01.0-90708.0-00000-00000-8650-75200000000
Use of Facilitiies	50,561.00			
HUERTA	78.00	4/3/2026	Billables Nov2025PrintShop-039	01.0-90904.0-00000-00000-8699-32100000000
EMERSON	6.37	4/3/2026	Billables Feb2026PrintShop-020	01.0-90904.0-00000-00000-8699-20300000000
BURROUGHS	340.26	4/3/2026	Billables Inv#JB25260231,229 &245	01.0-90904.0-00000-00000-8699-43200000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
BURROUGHS	364.71	4/3/2026	Billables Inv#JB25260236	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	1,097.53	4/3/2026	Billables Inv#JB25260249	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	2,021.12	4/3/2026	Billables Inv#JB25260233	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	1,962.95	4/3/2026	Billables Inv#JB25260250	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	2,729.78	4/3/2026	Billables Inv#JB25260226,252	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	2,126.14	4/3/2026	Billables Inv#JB25260241	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	993.75	4/3/2026	Billables Inv#JB25260254	01.0-90904.0-00000-00000-8699-43200000000
LUTHER	6,540.00	4/3/2026	Billables-LBPO2526005	01.0-90904.0-00000-00000-8699-32000000000
MUIR	26.27	4/3/2026	Billables-Feb2026PrintShop-047	01.0-90904.0-00000-00000-8699-32200000000
MUIR	299.51	4/3/2026	Billables-Feb2026PrintShop-047	01.0-90904.0-00000-00000-8699-32200000000
DISNEY	79.82	4/3/2026	Billables-Dec2025PrintShop-018	01.0-90904.0-00000-00000-8699-20100000000
DISNEY	78.00	4/3/2026	Billables-Nov2025PrintShop-018	01.0-90904.0-00000-00000-8699-20100000000
DISNEY	569.50	4/3/2026	Billables-Oct2025PrintShop-018	01.0-90904.0-00000-00000-8699-20100000000
JEFFERSON	104.00	4/3/2026	Billables-Jan2026PrintShop-036	01.0-90904.0-00000-00000-8699-20600000000
JEFFERSON	286.00	4/3/2026	Billables-Feb2026PrintShop-036	01.0-90904.0-00000-00000-8699-20600000000
BURROUGHS	41,017.70	4/3/2026	Billables-Basebal coaches Aug25-Jan26	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	807.23	4/3/2026	Billables Inv#JB25260093,102,121	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	337.61	4/3/2026	Billables Inv#JB25260087,109	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	719.72	4/3/2026	Billables Inv#JB25260177,137,175,173	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	153.00	4/3/2026	Billables Inv#JB25260176,175,173	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	246.60	4/3/2026	Billables Inv#JB25260133	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	455.03	4/3/2026	Billables Inv#JB25260179,160	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	936.00	4/3/2026	Billables Feb2026PrintShop-023	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	39.00	4/3/2026	Billables Feb2026PrintShop-023	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	135.47	4/3/2026	Billables Inv#JB25260153,105	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	1,295.48	4/3/2026	Billables Inv#JB25260154,106,158,159,114,095,145	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	211.02	4/3/2026	Billables Inv#JB25260151,125,166,123	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	652.02	4/3/2026	Billables Inv#JB25260152,126,167,124	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	115.13	4/3/2026	Billables Inv#JB25260110,165	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	523.67	4/3/2026	Billables Inv#JB25260156,111,122,088	01.0-90904.0-00000-00000-8699-43200000000
MUIR	989.93	4/16/2026	Coach Billables MU2526001	01.0-90904.0-00000-00000-8699-32200000000
MUIR	607.75	4/16/2026	PO Billables JMPO2526007	01.0-90904.0-00000-00000-8699-32200000000
MUIR	217.07	4/28/2026	COACHES BILLABLE- MU2526005	01.0-90904.0-00000-00000-8699-32200000000
MUIR	457.80	4/28/2026	COACHES BILLABLE-MU2526002, MU2526003, MU2526004	01.0-90904.0-00000-00000-8699-32200000000
MUIR	2,334.00	4/28/2026	PO billables JMPO2526008	01.0-90904.0-00000-00000-8699-32200000000
BURBANK HIGH	2,497.51	4/28/2026	Coaches Billable BH2526001,BH2526002,BH2526055	01.0-90904.0-00000-00000-8699-43100000000
BURROUGHS	2,258.90	4/28/2026	Billables-JB25260255 & JB25260268	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	993.75	4/28/2026	Billables-JB25260272	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	48.91	4/28/2026	Billables-JB25260267	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	1,962.93	4/28/2026	Billables-JB25260269	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	175.00	4/28/2026	Billables-JB2PO526005	01.0-90904.0-00000-00000-8699-43200000000
BURROUGHS	208.41	4/28/2026	Billables-JB25260260	01.0-90904.0-00000-00000-8699-43200000000
HUERTA	246.62	4/28/2026	Billables- DH25260021	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	493.10	4/28/2026	Billables- DH25260023	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	783.27	4/28/2026	Billables- DH25260022	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	292.29	4/28/2026	Billables- DH25260012,DH25260013,DH2560015	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	492.63	4/28/2026	Billables- DH25260014, DH25260016	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	493.24	4/28/2026	Billables- DH25260020, DH25260017	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	783.26	4/28/2026	Billables- DH25260018	01.0-90904.0-00000-00000-8699-32100000000
MCKINLEY	5.15	4/16/2026	Feb2025PrintShop-045	01.0-90904.0-00000-00000-8699-20900000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
BURROUGHS	46.13	4/16/2026	Feb2025PrintShop-032	01.0-90904.0-00000-00000-8699-43200000000
MILLER	72.94	4/16/2026	JAN2025PRINTSHOP-046	01.0-90904.0-00000-00000-8699-21000000000
MILLER	423.75	4/16/2026	FEB2025PRINTSHOP-046	01.0-90904.0-00000-00000-8699-21000000000
PROVIDENCIA	65.00	4/28/2026	Oct2025PrintShop-050	01.0-90904.0-00000-00000-8699-20100000000
DISNEY	148.67	4/28/2026	Mar2026PrintShop	01.0-90904.0-00000-00000-8699-20100000000
DISNEY	52.84	4/28/2026	Feb2026PrintShop-018	01.0-90904.0-00000-00000-8699-20100000000
DISNEY	318.15	4/28/2026	Jan2026PrintShop-018	01.0-90904.0-00000-00000-8699-20100000000
HUERTA	66.00	4/28/2026	Jan2026PrintShop-038 (Rev)	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	450.00	4/28/2026	Dec2025PrintShop-038	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	339.90	4/28/2026	Jan2026PrintShop-038	01.0-90904.0-00000-00000-8699-32100000000
HUERTA	31.50	4/28/2026	Nov2025PrintShop-038	01.0-90904.0-00000-00000-8699-32100000000
Billables	85,704.79			
FACILITIES SERVICES	10,443.40	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	9,176.75	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	5,170.00	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	3,329.48	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	5,170.00	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	5,780.06	4/3/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	5,562.92	4/16/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	3,805.12	4/16/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	10,252.11	4/28/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	8,334.04	4/28/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	5,159.66	4/28/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	15,510.00	4/28/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
FACILITIES SERVICES	35,667.83	4/28/2026	DEVELOPER FEES	25.0-90328.0-00000-00000-8681-00000000000
Developer Fees	123,361.37			
DISTRICT OFFICE	210.69	4/3/2026	fedex overpayment 10.22.25	01.0-00000.0-00000-00000-8699-00000000000
DISTRICT OFFICE	6,691.17	4/16/2026	Nikki G Nolen Overpayment	01.0-00000.0-11100-10000-1160-75500000000
DISTRICT OFFICE	718.76	4/16/2026	Nikki G Nolen Overpayment	01.0-65000.0-57602-11100-1160-74400000000
DISTRICT OFFICE	110.27	4/28/2026	Fedex Overpayment	01.0-00000.0-00000-00000-8699-00000000000
DISTRICT OFFICE	419.47	4/28/2026	American Fidelity Oct 2025 Refund	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	198.72	4/28/2026	American Fidelity Nov & Dec Refund Rivera Teresa	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	211.56	4/28/2026	American Fidelity Mar2026 Refund Buliavac Alexi	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	75.40	4/28/2026	American Fidelity Jan-Feb2026 Refund Setaghian Veronica	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	117.30	4/28/2026	American Fidelity Oct 2025 Refund Rodriguez Sergio	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	25.68	4/28/2026	American Fidelity Mar-Apr 26 Refund Moen Maria	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	146.26	4/28/2026	American Fidelity Oct 2025 Refund Ivankovic Patricia	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	334.12	4/28/2026	American Fidelity Oct 2025 Refund Fleishman Hallie	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	37.34	4/28/2026	American Fidelity Oct 2025 Refund Eaton Stacy	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	91.46	4/28/2026	American Fidelity Oct 2025 Refund Vonk Rick	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	82.42	4/28/2026	American Fidelity Oct & Nov 2025 Refund Wells John	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	56.16	4/28/2026	American Fidelity Oct 2025 Refund Ovsepyan Arpine	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	324.27	4/28/2026	American Fidelity Oct 2025 Refund Mckenna Janet	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	74.16	4/28/2026	American Fidelity Oct 2025 Refund McGinnis Ernest	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	63.36	4/28/2026	American Fidelity Oct 2025 Refund Lambert JulieAnn	76.0-00000.0-00000-00000-9562-0000000A300

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
DISTRICT OFFICE	54.96	4/28/2026	American Fidelity Oct 2025 Refund Shea Jim	76.0-00000.0-00000-00000-9562-0000000A300
DISTRICT OFFICE	227.01	4/28/2026	Peek, Katrina Bianca Benefits	01.0-00000.0-00000-00000-9530-00000000000
Refunds	$ 10,270.54			
DISTRICT OFFICE	7,800.00	4/3/2026	4.2026 PARKING RENT	01.0-90708.0-00000-00000-8650-78000000000
Parking Rent	7,800.00			
DISTRICT OFFICE	15.00	4/16/2026	SUBPOENA FEE	01.0-00000.0-00000-72000-4310-75500000000
DISTRICT OFFICE	15.00	4/16/2026	SUBPOENA FEE	01.0-00000.0-00000-72000-4310-75500000000
DISNEY	165.00	4/28/2026	Admin Payment for PTA	01.0-90820.0-00000-00000-8699-20100000000
EDISON	37,000.00	4/28/2026	FRC TRANSFER	01.0-90870.0-00000-00000-8699-20200000000
Misc Receipts	37,195.00			
DISTRICT OFFICE	3,571.99	4/28/2026	AT RISK INSURANCE	01.0-90335.0-00000-00000-8699-75500000000
DISTRICT OFFICE	115.92	4/28/2026	AT RISK INSURANCE	01.0-90335.0-00000-00000-8699-75500000000
At Risk Insurance	3,687.91			
MCKINLEY	4,987.21	4/3/2026	PTA Funds for Buses	01.0-90820.0-00000-00000-8699-20900000000
JEFFERSON	12,700.00	4/3/2026	FRC-5th Grade Promotion, Material & Supplies	01.0-90870.0-00000-00000-8699-20600000000
MILLER	1,478.20	4/3/2026	Home Depot Donation	01.0-90201.0-00000-00000-8699-21000000000
DISNEY	116.76	4/3/2026	Force4Giving Inc Donation	01.0-90201.0-00000-00000-8699-20100000000
DISNEY	8,100.00	4/3/2026	PTA Funds for Garri Spring Dance	01.0-90820.0-00000-00000-8699-20100000000
DISTRICT OFFICE	400.00	4/3/2026	Coro Medical-Stryker 1.3.26	01.0-00000.0-00000-00000-8699-00000000000
DISTRICT OFFICE	600.00	4/3/2026	CSUN IN003153	01.0-00000.0-00000-00000-8699-00000000000
DISTRICT OFFICE	519,490.45	4/3/2026	CN 2560460 SNP 02.26	13.0-53108.0-00000-00000-9290-00000000000
DISTRICT OFFICE	308,498.80	4/3/2026	CN 2560460 SNP 02.26	13.0-53108.0-00000-00000-9290-00000000000
DISTRICT OFFICE	5,865.47	4/3/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-74400000000
DISTRICT OFFICE	2,888.96	4/3/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-77200000000
BURBANK HIGH	3,000.00	4/16/2026	BAEF Cycle #11(Strands, Racks, Misc & Keyboard	01.0-90704.0-00000-00000-8699-43100000000
BURBANK HIGH	3,000.00	4/16/2026	BAEF Cycle #11(The Hippolytos Project)	01.0-90704.0-00000-00000-8699-43100000000
BURBANK HIGH	5,000.00	4/16/2026	BAEF Cycle #11(Winter guard supplies)	01.0-90704.0-00000-00000-8699-43100000000
HARTE	495.00	4/16/2026	BAEF Cycle 11 Books for English	01.0-90704.0-00000-00000-8699-20500000000
HARTE	500.00	4/16/2026	BAEF Cycle 11 (Light Table)	01.0-90704.0-00000-00000-8699-20500000000
HARTE	699.00	4/16/2026	BAEF Cycle 11 (Marcy Cook Math Materials)	01.0-90704.0-00000-00000-8699-20500000000
BURROUGHS	3,000.00	4/16/2026	BAEF Cycle 11 (Darkroom Upgrade)	01.0-90704.0-00000-00000-8699-43200000000
BURROUGHS	3,000.00	4/16/2026	BAEF Cycle 11 (Sound Renovations)	01.0-90704.0-00000-00000-8699-43200000000
BURROUGHS	982.00	4/16/2026	BAEF Cycle 11 (TV Production Film & Lighting)	01.0-90704.0-00000-00000-8699-43200000000
BURROUGHS	3,640.00	4/16/2026	BAEF Cycle 11 (TV Production Film & Lighting)	01.0-90704.0-00000-00000-8699-43200000000
EDISON	3,000.00	4/16/2026	BAEF Cycle 11 (Micro Forest)	01.0-90704.0-00000-00000-8699-20200000000
HUERTA	2,841.00	4/16/2026	BAEF Cycle 11 (Digital Media Upgrade)	01.0-90704.0-00000-00000-8699-32100000000
HUERTA	500.00	4/16/2026	BAEF Cycle 11 (Library Garden Beautification)	01.0-90704.0-00000-00000-8699-32100000000
LUTHER	2,771.00	4/16/2026	BAEF Cycle 11 (ASB Classroom Desktop Computers)	01.0-90704.0-00000-00000-8699-32000000000
LUTHER	3,000.00	4/16/2026	BAEF Cycle 11 (Ovens)	01.0-90704.0-00000-00000-8699-32000000000
LUTHER	216.00	4/16/2026	BAEF Cycle 11 (Strategies for Success)	01.0-90704.0-00000-00000-8699-32000000000
MCKINLEY	5,000.00	4/16/2026	BAEF Cycle 11 (Audio Upgrades)	01.0-90704.0-00000-00000-8699-20900000000
MUIR	3,000.00	4/16/2026	BAEF Cycle 11 (String Instrument Repair)	01.0-90704.0-00000-00000-8699-32200000000

LOCATION	AMOUNT	DATE REC	DESCRIPTION	REV STRING
PROVIDENCIA	2,000.00	4/16/2026	BAEF Cycle 11 (Classroom Librairies)	01.0-90704.0-00000-00000-8699-21300000000
PROVIDENCIA	4,943.00	4/16/2026	BAEF Cycle 11 (School Library Update)	01.0-90704.0-00000-00000-8699-21300000000
PROVIDENCIA	500.00	4/16/2026	BAEF Cycle 11 (School Library Update NF)	01.0-90704.0-00000-00000-8699-21300000000
ROOSEVELT	3,000.00	4/16/2026	BAEF Cycle 11 (Flexible Outdoor Seating)	01.0-90704.0-00000-00000-8699-21400000000
WASHINGTON	300.00	4/16/2026	BAEF Cycle 11 (Breakout EDU)	01.0-90704.0-00000-00000-8699-21600000000
WASHINGTON	4,000.00	4/16/2026	BAEF Cycle 11 (Kiln)	01.0-90704.0-00000-00000-8699-21600000000
WASHINGTON	332.00	4/16/2026	BAEF Cycle 11 (Lunch Activities Carts)	01.0-90704.0-00000-00000-8699-21600000000
EMERSON	15,000.00	4/16/2026	Partial Payment for Muralist	01.0-90820.0-00000-00000-8699-20300000000
BURROUGHS	9,380.00	4/16/2026	School Gift for Mural	01.0-90820.0-00000-00000-8699-43200000000
MONTEREY	34.00	4/16/2026	Donation from Parchment LLC	01.0-90201.0-00000-00000-8699-53000000000
INSTRUCTIONAL	510.00	4/16/2026	Dual Immersion Summer Camp ck 0363	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	680.00	4/16/2026	Dual Immersion Summer Camp ck 0539	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	75.00	4/16/2026	Dual Immersion Summer Camp ck 1652	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	75.00	4/16/2026	Dual Immersion Summer Camp ck 00143	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	75.00	4/16/2026	Dual Immersion Summer Camp ck 00144	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	425.00	4/16/2026	Dual Immersion Summer Camp ck 0328	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	850.00	4/16/2026	Dual Immersion Summer Camp ck 1108	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	850.00	4/16/2026	Dual Immersion Summer Camp ck 0312	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	75.00	4/16/2026	Dual Immersion Summer Camp ck 0273	01.0-90871.0-00000-00000-8699-74200000000
INSTRUCTIONAL	75.00	4/16/2026	Dual Immersion Summer Camp ck 2197	01.0-90871.0-00000-00000-8699-74200000000
DISTRICT OFFICE	102.94	4/16/2026	Donation from Shake Shack	01.0-90201.0-00000-00000-8699-70000000000
DISTRICT OFFICE	50.02	4/16/2026	Krogers Donation Horace Mann Child center	01.0-00000.0-00000-00000-8699-00000000000
DISTRICT OFFICE	6,827.38	4/16/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-74400000000
DISTRICT OFFICE	3,362.74	4/16/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-77200000000
DISTRICT OFFICE	6,057.55	4/16/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-74400000000
DISTRICT OFFICE	2,983.57	4/16/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-77200000000
DISNEY	133.51	4/28/2026	Donation from Mendocino Farms	01.0-90201.0-00000-00000-8699-20100000000
MONTEREY	47.60	4/28/2026	Donation from parchment	01.0-90201.0-00000-00000-8699-53000000000
PROVIDENCIA	9,825.30	4/28/2026	Readathon Purchase books for school library	01.0-90201.0-00000-00000-8699-21300000000
DISTRICT OFFICE	12,695.79	4/28/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-74400000000
DISTRICT OFFICE	6,253.15	4/28/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-77200000000
DISTRICT OFFICE	6,348.56	4/28/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-74400000000
DISTRICT OFFICE	3,126.90	4/28/2026	MEDI-CAL	01.0-95640.0-00000-00000-8290-77200000000
Donations/Gifts/Grants	1,009,763.86			
DISTRICT OFFICE	3.00	4/1/2026	Misc. Postage	01.0-00000-0-00000-00000-8699-74000000000
MILLER	986.00	3/31/2026	Field Trip Admissions	01.0-90201-0-00000-00000-8699-21000000000
OFFICE	10.00	3/12/2026	Misc. Postage	01.0-00000-0-00000-00000-8699-74000000000
Cash Deposits	999.00			
Total Misc Receipts	1,357,811.56			

TO: Board of Education / Superintendent Consent 05/21/2026

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-20. 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 End Date	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Adair, Nathan	Long Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	S-001-10		01/21/2026 - 05/29/2026
Atherton, Debra	Long Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	T-001-01		10/01/2025 - 05/29/2026
Christensen, Samantha	Long Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	S-001-10		01/12/2026 - 05/29/2026
Munoz, Marylou	Long Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	T-001-01		02/23/2026 - 04/23/2026
Wrobel, Kayla	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		03/30/2026 - 05/29/2026

Employee Passing	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Varma, Arti	Teacher	01.0-00000.0-11100-10000-1110-2050000	100	T-006-14	Began Service 09/14/2007	04/20/2026

Election: Substitute	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Bishop, Darrell	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		04/21/2026 - 05/29/2026
Gregorczyk, Linda	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	T-001-01		04/13/2026 - 05/29/2026
Reaves, Harvey	Long Term Sub	01.0-00000.0-11100-10000-1160-7550000	100	S-001-10		04/13/2026 - 05/29/2026
Weber, Eric	Long Term Sub	01.0-65000.0-57602-11100-1160-7440000	100	S-001-10		04/23/2026 - 05/29/2026

Election: Management	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
McCoy, Thomas Michael	Superintendent	01.0-00000.0-00000-71500-1314-7410000	100	D-003-02+MA+DE		07/01/2026

Leave of Absence	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
CT-202-25	Teacher	01.0-65000.0-57601-11100-1110-2050000	100	T-006-04 + MA + SP		04/22/2026 - 06/30/2026

Resignation	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Chakmakchyan, Vartkes	Teacher SE	01.0-65000.0-57602-11100-1110-4310000	100	T-004-05		06/30/2026

Retirement	Assignment	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE/END DATE
Flynn, Margaret	Director Art & CTE	01.0-00000.0-00000-21000-1310-7420000	53.268	K-001-08+MA	Began Service 9/1/1992	06/30/2026
		01.0-90206.0-00000-21000-1310-7420000	46.732			
Knapik, Peter J.	Assst. Supt. Ed Srvs.	01.0-00000.0-00000-72000-1314-7420000	100	D-003-01+MA+DR	Began Service 4/1/2015	06/30/2026
Maddern, Geralyn	Intervention	01.0-01500.0-11100-10012-1130-7550000	100	X-001-06	Began Service 12.07/2026	04/23/2026

TO: Board of Education / Superintendent Consent 05/21/2026

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-20. 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	Instructional Services	Summer TOSA	Hourly	$66.99	120	06/02/2026 - 07/09/2026
Almeida, Cynthia	Stevenson	Intervention	Hourly	$53.46	12	06/04/2026 - 06/05/2026
Armes, Deborah	Providencia	Other Hourly	Hourly	$39.67	2.5	04/17/2026 - 04/30/2026
Assali, Hayat	Adult	Weekly Assignment	Hourly	$60.43	3	04/01/2026 - 04/30/2026
Avagyan, Anush	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Bagramyan, Agavni	Health Services	SS Nurse	Hourly	$66.99	55	06/09/2026 - 06/25/2026
Bentley, Jim	BHS	Class Coverage	Hourly	$54.73	2	03/02/2026 - 03/31/2026
Bentley, Jim	BHS	Class Coverage	Hourly	$54.73	2	04/02/2026 - 05/01/2026
Bertole, Gianna	Edison	Combo Class	Stipend	$1,000.00	1	01/05/2026 - 05/29/2026
Bonilla, Cindy	Edison	Combo Class	Stipend	$1,000.00	1	01/05/2026 - 05/29/2026
Carrillo, Stephanie	Stevenson	Intervention	Hourly	$53.46	12	06/04/2026 - 06/05/2026
Castro, Jesus	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 - 03/31/2026
Castro, Jesus	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Chakmakchyan, Vartkes	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 - 03/31/2026
Chakmakchyan, Vartkes	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Chiu, Seong Won Chung	Jefferson	ELOP TOSA	Hourly	$66.99	132	06/03/2026 - 07/09/2026
Classon, Gracie	Disney	Other Hourly	Hourly	$39.67	4	04/28/2026 - 05/29/2026
Collins, Brian	Providencia	Other Hourly	Hourly	$39.67	1	04/17/2026 - 04/30/2026
Collins, Chandra	Washington	Other Hourly	Hourly	$39.67	12	04/01/2026 - 05/25/2026
Colvin Marvin, Katherine	Providencia	Other Hourly	Hourly	$39.67	16.5	04/01/2026 - 04/30/2026
Damaryan, Tagui	Miller	Intervention	Hourly	$53.46	5	05/01/2026
Davis, Aja	Washington	Other Hourly	Hourly	$39.67	14	04/01/2026 - 05/25/2026
Enokian, Stefanie	Luther	Other Hourly	Hourly	$39.67	8	04/08/2026 - 04/18/2026
Flores, Jacob	Instructional Services	Summer TOSA	Hourly	$66.99	120	06/02/2026 - 07/09/2026
Flores, Jennifer	Miller	ELOP TOSA	Hourly	$66.99	66	06/03/2026 - 07/09/2026
Gallagher, Clarissa	Stevenson	Intervention	Hourly	$53.46	12	06/04/2026 - 06/04/2026
Gallego, Kathryn	Muir	Perf Arts Newspaper	Stipend	$521.00	2	04/01/2026 - 06/30/2026
Ghaman, Roger	JBHS	Other Hourly	Hourly	$39.67	1	04/29/2026
Ghaman, Roger	JBHS	Other Hourly	Hourly	$39.67	1	04/30/2026
Given, Sarah	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 - 03/31/2026
Given, Sarah	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Given, Sarah	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Goldenberg, Jennifer	McKinley	ELOP TOSA	Hourly	$66.99	132	06/03/2026 - 07/09/2026
Gonzalez, Denise	Milller	Intervention	Hourly	$53.46	5	05/01/2026
Gonzalez, Izabelle	Health Services	SS Nurse	Hourly	$66.99	55	06/08/2026 - 07/08/2026
Gonzalez Al-Ahmar, Emilio	Huerta	Dept Chair Electives	Stipend	$1,735.00	2	08/08/2025 - 05/31/2026
Hakopyan, Olga	Adult	Weekly Assignment	Hourly	$65.46	3	05/01/2022 - 05/22/2026
Hamden, Rush	BHS	Class Coverage	Hourly	$54.73	1	04/02/2026 - 05/01/2026
Hammell, Robert	BHS	Class Coverage	Houlry	$54.73	1	04/02/2026 - 05/01/2026
Kelly, Laury	Miller	Class Coverage	Hourly	$54.73	1	05/01/2026
Keshishi, Yvette	Adult	Weekly Assignment	Hourly	$65.46	4	05/01/2026 - 05/22/2026
Keshishyan, Dianna	Health Services	SS Nurse	Hourly	$66.99	55	06/08/2026 - 07/08/2026
Kwan, Jace	McKinley	Other Hourly	Hourly	$39.67	3.5	04/30/2026

TO: Board of Education / Superintendent Consent 05/21/2026

SUBMITTED BY: Human Resources Services

SUBJECT: Certificated Personnel - Report Number 25-26-20. 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
Ladd, Dwight	JBHS	Other Hourly	Hourly	$39.67	1	04/15/2026
Lam, Christy	McKinley	Other Hourly	Hourly	$39.67	3.5	04/30/2026
Lance, Michael	BHS	Class Coverage	Hourly	$54.73	2	04/02/2026 - 05/01/2026
Lucas, Amy	JBHS	Other Hourly	Hourly	$39.67	1	04/21/2026
Macias, Sandra	Instructional Services	Other Hourly	Hourly	$39.67	8.75	09/01/2025 - 05/31/2026
Manoukian, Zare	Luther	Other Hourly	Hourly	$39.67	35	06/01/2026 - 6/30/2026
Marchese, David	BHS	Class Coverage	Hourly	$54.73	1	03/02/2026 - 03/31/2026
Marchese, David	BHS	Class Coverage	Hourly	$54.73	1	04/01/2026 - 05/02/2026
Marinelli, Jean	Miller	Intervention	Hourly	$53.46	5	05/01/2026
Martin Romero, Raul	Adult	Weekly Assignment	Hourly	$51.56	75	04/01/2026 - 05/22/2026
Mazur, Ruby	Stevenson	ELOP TOSA	Hourly	$66.99	132	06/03/2026 - 07/09/2026
Mc Gee, Marcia	McKinley	Other Hourly	Hourly	$39.67	5	04/30/2026
McNutt, Kelly	Disney	Other Hourly	Hourly	$39.67	4	04/28/2026 - 05/29/2026
McNutt, Kelly	Disney	Other Hourly	Hourly	$39.67	2	05/02/2026
Moreno, Virginia	McKinley	Other Hourly	Hourly	$39.67	4	04/30/2026
Mucha, Michele	Special Ed	Home Teacher	Hourly	$42.39	4	03/31/2026 - 04/24/2026
Mucha, Michele	Special Ed	Home Teacher	Hourly	$42.39	50	04/29/2026 - 06/30/2026
Pacifici, Samuel	Washington	Intervention	Hourly	$53.46	32	05/04/2026 - 05/15/2026
Pacifici, Samuel	Washington	Other Hourly	Hourly	$39.67	4	05/04/2026 - 05/15/2026
Pelayo, Gricelda	Disney	Other Hourly	Hourly	$39.67	4	04/28/2026 - 05/29/2026
Perez, Kimberly	Miller	Intervention	Hourly	$53.46	5	05/01/2026
Petrenco, Tanase	BHS	Saturday Teacher	Daily	$169.90	1	02/02/2026 - 02/27/2026
Pisano, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	27	04/01/2026 - 04/30/2026
Pisano, Jennifer	Special Ed	Home Teacher	Hourly	$42.39	40	04/01/2026 - 05/31/2026
Pisano, Jennifer	Washington	ESY TOSA	Hourly	$66.99	180	05/06/2026 - 07/09/2026
Robertson, Benjamin	Edison	Combo Class	Stipend	$1,000.00	1	01/05/2026 - 05/29/2026
Sajor, Mary Morgan	JBHS	ESY TOSA	Hourly	$66.99	204	05/06/2026 - 07/09/2026
Schwartz, Sarah	Miller	ELOP TOSA	Hourly	$66.99	66	06/03/2026 - 07/09/2026
Strawn, Kathryn	McKinley	Other Hourly	Hourly	$39.67	2	04/30/2026
Truong, Hung	JBHS	Other Hourly	Hourly	$39.67	1	04/21/2026
Wenzel, Anne	Special Ed	Add'l Duties	Hourly	$92.47	2	01/01/2026 - 01/31/2026

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Working Out of Class								
GONZALEZ, Emily	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2410-7550000	1.0	48-III	A	01-01-26	02-28-26	Human Resources Department
RODRIGUEZ-AVILA, Arlene	Senior Secretary	12.0-90602.0-00000-27000-2410-7540000 12.0-61051.1-00000-27000-2410-7540000	.90 .10	42-VI	A	02-19-26	03-17-26	Child Development Department
SALCEDO, Alfredo	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7520000	.50 .50	43-IV	A	02-01-26	05-31-26	Facilities Services
ZAVALA, Lisa	District Office Receptionist	01.0-00000.0-00000-72000-2410-7530000	1.0	36-VI	A	02-02-26	02-13-26	Human Resources Department
Additional Compensation for DEI								
ROOT, Tiffany	Instructional Technology Media Specialist – Elementary	01.0-01500.0-11302-27000-1991-7420000	.75	42-VI	D	07-01-25		Roosevelt Elementary
Additional Compensation for Longevity								
DUARTE, Ignacio	Technology Support Specialist II	01.0-00000.0-00000-77000-2410-7730000	1.0	60-VI	A	03-01-26		Technology Services 10 years - $192.00/month
DYER, Jeri	Senior Secretary	01.0-65000.0-50010-27000-2410-7440000	1.0	42-VI	A	04-01-26		Special Education 10 years - $192.00/month
JESSOE, Jennifer	Occupational Therapist	01.0-65000.0-57601-31409-2211-7440000	1.0	C-VII	C	04-01-26		Special Education 19 years - $399.00/month
LUOMA, Jack	Plant Engineer	01.0-81500.0-00000-81100-2210-7520000	1.0	57-VI	A	03-01-26		Facilities Services 10 years - $192.00/month
MENDEZ ZEPEDA, Luis	Lead Custodian	01.0-00000.0-11100-83000-2210-5300000 01.0-00000.0-00000-82100-2210-5300000	.25 .75	43-VI	A	04-01-26		Facilities Service 20 years - $284.00/month
ON, Hao Trung	Swim Pool Custodian	01.0-00100.0-00000-82100-2210-4320000 01.0-00100.0-00000-82100-2210-4310000	.50 .50	44-VI	A	03-01-26		Facilities Services 25 years - $330.00/month
PANAMENO GALICIA, Roxana	Lead Custodian	01.0-00100.0-00000-82100-2210-2030000	1.0	43-III	A	03-01-26		Facilities Services 20 years - $284.00/month

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
Additional Compensation for Longevity (Continued)								
ZELAYA, Raul	Lead Custodian	01.0-00100.0-00000-821400-2210-3220000	1.0	43-VI	A	03-01-26		Facilities Services 25 years - $330.00/month
Change of Assignment – Classification/Location/FTE								
ARMENTA, Brenda	Food Services Field Supervisor	13.0-53100.0-00000-37000-2312-7490000	1.0	H-II	A	05-04-26		Food Services Department
RENDON MOLINA, Wilber	Custodian	01.0-00100.0-00000-82100-2210-4310000	1.0	38-III	A	02-19-26		Facilities Services
Change within Assignment – Funding Source Change								
AVINA, Jose	Lead Custodian	01.0-00100.0-00000-82100-2210-2010000 13.0-53100.0-00000-37000-2210-2010000	.90 .10	43-VI	A	07-01-25		Facilities Services
AVINA, Manuel	Lead Custodian	01.0-00100.0-00000-82100-2210-2130000 13.0-53100.0-00000-37000-2210-2130000	.90 .10	43-VI	A	07-01-25		Facilities Services
BELTRAN, Andrew	Custodian	01.0-00100.0-00000-82100-2210-3210000 13.0-53100.0-00000-37000-2210-3210000	.90 .10	38-VI	A	07-01-25		Facilities Services
CORDOVA, Oscar	Lead Custodian	01.0-00100.0-00000-82100-2210-2150000 13.0-53100.0-00000-37000-2210-2150000	.90 .10	43-VI	A	07-01-25		Facilities Services
DIAZ, Basilio	Lead Custodian	01.0-00100.0-00000-82100-2210-2100000 13.0-53100.0-00000-37000-2210-2100000	.90 .10	43-VI	A	07-01-25		Facilities Services
DIAZ, Juan Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-2090000 13.0-53100.0-00000-37000-2210-2090000	.90 .10	43-VI	A	07-01-25		Facilities Services
HERNANDEZ, Andy	School Safety and Utility Custodian	01.0-00100.0-00000-82100-2210-7520000 01.0-00100.0-00000-82100-2210-4320000 01.0-26000.0-00000-82100-2210-7520000 01.0-26000.0-00000-82100-2210-4320000	.35 .55 .05 .05	39-V	A	07-01-25		Facilities Services
LARA, Jose	Lead Custodian	01.0-00100.0-00000-82100-2210-2160000 13.0-53100.0-00000-37000-2210-2160000	.90 .10	43-VI	A	07-01-25		Facilities Services
LUEVANO, Carlos	Lead Custodian	01.0-00100.0-00000-82100-2210-2140000 13.0-53100.0-00000-37000-2210-2140000	.90 .10	43-III	A	07-01-25		Facilities Services

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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)								
MACIAS ROMERO, Oscar	Lead Custodian	01.0-00100.0-00000-82100-2210-2020000 13.0-53100.0-00000-37000-2210-2020000	.90 .10	43-VI	A	07-01-25		Facilities Services
MEJIA LORETO, Anthony	School Safety and Utility Custodian	01.0-00100.0-00000-82100-2210-7520000 01.0-00100.0-00000-82100-2210-7320000 01.0-26000.0-00000-82100-2210-7520000 01.0-26000.0-00000-82100-2210-4320000	.35 .55 .05 .05	39-VI	A	07-01-25		Facilities Services
NOYA, Daniel	Custodian	01.0-00100.0-00000-82100-2210-3200000 13.0-53100.0-00000-37000-2210-3200000	.90 .10	38-VI	A	07-01-25		Facilities Services
OROZCO, Orasio	Lead Custodian	01.0-00100.0-00000-82100-2210-4320000 13.0-53100.0-00000-37000-2210-4320000	.90 .10	43-VI	A	07-01-25		Facilities Services
PANAMENO GALICIA, Roxana	Lead Custodian	01.0-00100.0-00000-82100-2210-2030000 13.0-53100.0-00000-37000-2210-2030000	.90 .10	43-III	A	08-11-25		Facilities Services
SANDOVAL, Efren	Lead Custodian	01.0-00100.0-00000-82100-2210-2050000 13.0-53100.0-00000-37000-2210-2050000	.90 .10	43-VI	A	07-01-25		Facilities Services
TORRES, Jorge	Custodian	01.0-00100.0-00000-82100-2210-3220000 13.0-53100-0-00000-37000-2210-3220000	.90 .10	38-VI	A	07-01-25		Facilities Services
Election – Monthly								
AVERY, James	Director of Information Technology and Education Support	01.0-00000.0-00000-77000-2311-7730000	1.0	AA-VII	A	04-06-26		Technology Services
CORTEZ, Paul	Plumber	01.0-81500.0-00000-81100-2210-7520000	1.0	55-I	A	04-13-26		Facilities Services
EMES, Valezka	Director of Facilities	01.0-81500.0-00000-81100-2311-7520000 01.0-00100.0-00000-82100-2311-7520000 01.0-00100.0-00000-82200-2311-7520000	.50 .25 .25	AA-VI	A	04-20-26		Facilities Services
LIZARRAGA, Jacqueline	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000	1.0	43-III	A	04-27-26		Human Resources Department
NUNEZ DEL ARCO, Cesar	Custodian	01.0-00100.0-00000-82100-2210-7520000	1.0	38-I	A	02-18-26		Facilities Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly (Continued)								
SALINAS, Maricela	Director, Fiscal Services	01.0-00000.0-00000-72000-2311-7470000	1.0	A-V	A	05-04-26		Fiscal Services Department
VICTORIA, Jeannette	Supervisor, Budget and Finance	01.0-00000.0-00000-72000-2312-7470000	1.0	B-I	A	04-20-26		Fiscal Services Department
Election – Hourly								
ABDUR-RAHIM, Asia	Technology Support Specialist I	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.05 .35 .35 .20 .05	49-IV	A	04-01-26	06-30-26	Burbank Adult School
AGUIRRE CACERES, Edme	Custodian	01.0-90708.0-81000-50000-2240-7520000 01.0-00100.0-00000-82100-2240-7520000	.50 .50	38-I	A	02-19-26		Facilities Services
ARELLANO, Celina	Adult English Language Learner/Office Specialist I	11.0-63910.0-41102-27000-2440-5330000		35-VI	E	04-01-26	05-29-26	Burbank Adult School
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-IV	D	04-30-26	04-30-26	Special Education
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-IV	D	04-30-26	04-30-26	Special Education (Additional Assignment)
ARIAS, Gerardo	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-IV	D	04-01-26	04-30-26	Special Education (Additional Assignment)
CAMPBELL, Cheryl	Paraeducator – Health Care	01.0-65000.0-57602-11100-2140-7440000		41-VI	D	05-02-26	05-02-26	Burroughs High School
CAMPBELL, Cheryl	Paraeducator – Health Care	01.0-65000.0-57602-11100-2140-7440000		41-VI	D	05-28-26	05-28-26	Burroughs High School
CAMPBELL, Cheryl	Paraeducator – Health Care	01.0-65000.0-57602-11100-2130-7440000		41-VI	D	05-28-26	05-28-26	Burroughs High School (Additional Assignment)
CHAVARRIA, Rosa	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-III	A	04-01-26		Burbank High School
CHAVARRIA, Rosa	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-III	A	04-01-26		Burbank High School (Additional Assignment)

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

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CORDOVA, Oscar	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000 01.0-90711.0-81000-50000-2240-7520000	.50 .50	43-VI	A	03-01-26		Facilities Services
GALVAN, Jenny	Secretary II	01.0-00000.0-00000-27000-2430-4320000		35-III	C	04-01-26	04-30-26	Burroughs High School
GARCIA, Joshua	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-IV	D	05-02-26	05-02-26	Special Education
GARZA, Anndrea	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-II	D	03-01-26	05-31-26	Special Education
GORI, Laurie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-IV	D	05-08-26	05-09-26	Special Education
GORI, Laurie	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-IV	D	05-08-26	05-09-26	Special Education (Additional Assignment)
HARTUNG, Cory	School Office Manager-Adult School	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.10 .30 .30 .20 .10	43-V	A	01-03-26	06-30-26	Adult School
HARTUNG, Cory	School Office Manager-Adult School	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .20 .10	43-V	A	01-03-26	06-30-26	Adult School (Additional Assignment)
HERNANDEZ LUNA, Mario	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-I	A	02-23-26		Facilities Services
HOY, Kayla	Payroll Technician	01.0-00000.0-00000-72000-2440-7470000		47-III	A	01-01-26	06-30-26	Fiscal Services Department
HOY, Kayla	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7470000		51-III	A	02-23-26	06-30-26	Fiscal Services Department (Additional Assignment)
LEIVA, Nereyda	Paraeducator – Special Education	01.0-65000.0-57602-11100-2140-7440000		38-VI	D	05-02-26	05-02-26	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
LEIVA, Nereyda	Paraeducator – Special Education	01.0-65000.0-57602-11100-2140-7440000		38-VI	D	05-08-26	05-09-26	Burroughs High School (Additional Assignment)
LILLO, Tawnee	Visual & Performing Arts Instructor	01.0-67700.2-17006-10000-2170-4320000		$50.00	F	04-30-26		Burroughs High Scho
LING, Andrew	Lead Technology Support Specialist	01.0-00000.0-00000-77000-2440-7730000		61-VI	A	01-01-26	06-30-26	Technology Services
LING, Andrew	Lead Technology Support Specialist	01.0-00000.0-00000-77000-2440-7730000		61-VI	A	04-01-26	06-30-26	Technology Services (Additional Assignment)
MAGANA, Victor	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000 01.0-90711.0-81000-50000-2240-7520000	.50 .50	43-III	A	03-01-26		Facilities Services
MC CORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2940-3200000		36-VI	D	04-23-26	05-09-26	Luther Middle School
McCUE, Nicholas	School Safety and Utility Custodian	01.0-90708.0-81000-50000-2240-7520000		39-I	A	03-04-26		Burbank High School
McDONALD, Rebekah	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-V	D	05-28-26	05-28-26	Special Education
McDONALD, Rebekah	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-V	D	05-28-26	05-28-26	Special Education (Additional Assignment)
NAVARRO, Mark	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-VI	D	04-28-26	04-28-26	Burroughs High School
NGUYEN, Loan	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-28-26	05-28-26	Special Education
NGUYEN, Loan	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	05-28-26	05-28-26	Special Education (Additional Assignment)
NUNEZ DEL ARCO, Cesar	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-I	A	02-23-26		Facilities Services
OSHEROW, Matthew	Campus Supervisor	01.0-90904.0-17023-83000-2940-4320000		36-I	D	04-28-26	04-28-26	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-28-26	05-28-26	Special Education
PANAMENO IOVINO, Christina	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	05-28-26	05-28-26	Special Education (Additional Assignment)
PATEL, Bhavana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-V	D	04-28-26	05-02-26	Special Education
PATEL, Bhavana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-V	D	04-28-26	05-02-26	Special Education (Additional Assignment)
PUMPIAN-MINDLIN, Ilya	School Office Manager-Adult School	11.0-63910.0-41101-27000-2440-5330000 11.0-63910.0-41102-27000-2440-5330000 11.0-63910.0-41104-27000-2440-5330000 11.0-63910.0-41106-27000-2440-5330000 11.0-00639.0-41100-27000-2440-5330000	.10 .30 .30 .20 .10	43-VI	A	01-03-26	06-30-26	Adult School
RAMIREZ, Diana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-III	D	04-30-26	04-30-26	Special Education
RAMIREZ, Diana	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-III	D	04-30-26	04-30-26	Special Education (Additional Assignment)
RENDON MOLINA, Wilber	Custodian	01.0-90708.0-81000-50000-2240-7520000 01.0-90711.0-81000-50000-2240-7520000	.50 .50	38-III	A	03-01-26		Facilities Services
RODRIQUEZ-AVILA, Arlene	Lead Payroll Technician	12.0-90602.0-00000-27000-2410-7540000 12.0-61051.1-00000-00000-24107540000	.90 .10	51-III	A	03-18-26	06-30-26	Child Development Department
RODRIQUEZ-AVILA, Arlene	Senior Secretary	12.0-90602.0-00000-27000-2410-7540000 12.0-61051.1-00000-27000-2410-7540000	.90 .10	42-VI	A	02-19-26	03-17-26	Child Development Department (Additional Assignment)
ROSALES GALLEGOS, Maria	Custodian	01.0-90708.0-81000-50000-2240-7520000		38-II	A	03-27-26		Facilities Services
SOTO, Mayra	Lead Custodian	01.0-90708.0-81000-50000-2240-7520000		43-IV	A	02-02-26		Jefferson Elementary
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	05-28-26	05-28-26	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
YAEGER, Shannon	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	05-28-26	05-28-26	Special Education (Additional Assignment)

Signature

Title: Oscar Macias, Ed. D, Interim Superintendent

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
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Burbank High School Cheer Teams (Overnight) Field Trip

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Background:

The Burbank High School Cheer Teams wish to travel to Pomona, CA, for the USA Cheer Camp, Thursday, July 16, 2026 through Sunday, July 19, 2026.

Discussion/Issues:

Fifty students will travel in parent cars to Sheraton Fairplex Hotel and Conference Center with Megan Burkhart, Coach and Rachael Osgood, Assistant Coach and two DHH translators.

Day 1 – Thursday, July 16th, students will meet at Burbank High for transport to Pomona at 9:30 am to Sheraton Fairplex Hotel & conference Center, 601 W. McKinley Ave., Pomona, CA 91768. (818) 632-1747. Dinner is provided. Camp activities begin after registration and will end at 9:00 pm.

Day 2 – Friday, July 17th, students will have breakfast at the hotel at 7:00 am. Camp activities begin at 8:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time.

Day 3 – Saturday, July 18th, students will have breakfast in hotel lobby at 7:00 am. After a morning of camp activities and competition, students will have a dance party followed by free time.

Day 4 – Sunday, July 19th, Students will have breakfast at 7:00 am. Stunt Off finals and awards ceremony will be at 12:30 pm. Group is expected to arrive back at BHS by 3:30 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. All students and parents/guardians were expected to attend an informational meeting on June 3, 2025 at 4:00 pm via zoom.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the Burbank High School Cheer Teams (Overnight) Field Trip request to participate in the USA Cheer Camp in Pomona, CA from Thursday, July 16, 2026 through Sunday, July 19, 2026, as presented.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Approval of Amended Authorization of Signatures

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

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

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

Please note: Changes in bold and with an asterisk.

Fiscal Impact:
None.

Recommendation:
Administrative Services recommends that the Board of Education approve the amended authorization of signatures, for the period of May 22, 2026 through June 30, 2026, as presented.

Document and/or Transaction	Name Approved/Authorized by	Title
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders, and other legal documents	Oscar Macias Peter Knapik ***Vacant**	Interim Superintendent Assistant Superintendent, Educational Services Chief Administrative Officer
authorized to sign any or all warrants, checks, contracts, notices or other legal documents of the District	Oscar Macias	Interim Superintendent
authorized to sign human resource services related contracts and invoices	***Vacant**	Assistant Superintendent, Human Resources
authorized to sign instructional services related contracts and invoices	Oscar Macias	Assistant Superintendent, Instructional Services
authorized to sign instructional services related contracts and invoices	Peter Knapik	Assistant Superintendent, Educational Services
authorized to sign any or all checks, contracts, notices, County People Soft System transactions, revolving cash, all District imprest accounts, adult clearing account documents, District purchase orders	*Vacant	Assistant Superintendent, Business Office
authorized to sign instructional services related contracts and invoices	Julie Markussen	Director, Secondary Education, Diversity Equity and Inclusion
authorized to sign instructional services related contracts and invoices	Rebecca Roundtree Harris	Director, Elementary Education, Diversity Equity and Inclusion
authorized to sign facilities-related contracts, notices, invoices and purchase orders	***Valeska Emes**	Director, Facilities
authorized to sign facilities-related contracts, notices, invoices and purchase orders	David Gerharter	Director Purchasing, Warehouse and Reprographics
authorized to sign District purchase orders and alternate signatory for the Superintendent	***Maricela Salinas**	Director of Fiscal Services
authorized to sign to sign any or all warrants, checks, County People Soft System transactions, revolving cash, adult clearing account documents, District purchase orders, alternate signatory for all District imprest accounts	***Jeanette Victoria**	Supervisor, Budget and Finance
authorized to sign documentation pertaining to the Accumulation Program for Part-Time and Limited –Services Employees (APPLE Plan) and payroll taxes	Tiffany Maxwell	Payroll Supervisor
authorized to sign bond related contracts, notices, invoices and purchase orders	Robin Rickman	Project Manager (Bond)
authorized to sign bond related contracts, notices, invoices and purchase orders	Malihe Shokouhi	Project Manager (Bond)

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

Department Heads	Title
Narineh Barzegar	Director, Student Services
Jennifer Nicholson	Director, Special Education
***James Avery**	Director, Technology Services
Robyn Anders	Director, Instructional Technology
Peggy Flynn	Director, Arts & CTE

Department Heads	Title
Juan Noguera	Director, Adult School & FACTS
Rachel Paghunasan	Director, Food Services
Laura Flosi	Director, Childcare Programs
Vacant	Facilities Manager

Principals	School Site
Tracy Shah	Disney Elementary
Nicole Cody	Edison Elementary
Jennifer Almer	Emerson Elementary
Lucia Bowers	Harte Elementary
Ron Young	Jefferson Elementary
Liz Costella	McKinley Elementary
Judy Hession	Miller Elementary
Kennelyn Celeste	Providencia Elementary
Matthew Osmond	Roosevelt Elementary

Principals	School Site
Jill Johnson	Stevenson Elementary
Laura Vinyard	Washington Elementary
Robin Hatch	Huerta M.S.
Edwin Taylor	Luther M.S
Greg Miller	Muir M.S
Steven Hubbell	Burbank H.S.
Kenneth Knoop	John Burroughs HS
Daniel Di Mundo	Alternative Education
Todd Laventure	Adult School

Burbank Unified School District

SCHOOL DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: May 22, 2026 to June 30, 2026

In accordance with governing board approval dated May 21, 20 26.

Signature _____

Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Maricela Salinas
TITLE Director of Fiscal Services
SIGNATURE
TYPED NAME Valeska Emes
TITLE Director of Facilities
SIGNATURE
TYPED NAME James Avery
TITLE Director of Technology Services
SIGNATURE
TYPED NAME Jeanette Victoria
TITLE Supervisor, Budget and Finance
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

FORM NO. 503-804 Rev. 11-20-2002

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Software License and Maintenance Agreement with Smartetools, Inc. (General Fund)

Background:

The District has been using the financial software provided by Smartetools, Inc. since 2011. The proposed agreement continues the District's use of **SmarteFinance** and **SmartePCR** to support accounting functions in the accounting, budget, purchasing, and department and school site offices. The agreement also provides for ongoing software maintenance, support, and access to updates, enhancements, upgrades, and releases during the term of the agreement.

Discussion/Issues:

The proposed Software License and Maintenance Agreement is between Burbank Unified School District and Smartetools, Inc., with an effective date of July 1, 2026. Under the agreement, the District would receive a non-exclusive license to use SmarteFinance and SmartePCR for an initial term of **one year**. During the term of the agreement, Smartetools, Inc. would provide maintenance and support services, including software updates and reasonable access to technical staff by telephone and/or internet for consultation in the use and operation of the software.

Fiscal Impact:

The annual license and maintenance fee is **$64,000**, due July 1, 2026, paid from the General Fund.

Recommendation:

Administrative Services recommends that the Board of Education approve the Software License and Maintenance Agreement between Burbank Unified School District and Smartetools, Inc. for financial software support services, not to exceed $64,000, (01.0-00000.0-00000-77000-5840-7470000) effective July 1, 2026, through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD–AR3314, as presented.

Software License and Maintenance Agreement

For

SmarteFinance and SmartePCR

For

Burbank Unified School District

Software License and Maintenance Agreement

THIS SOFTWARE LICENSE AND MAINTENANCE AGREEMENT (hereafter, "License Agreement") is made and entered into as of this 1st day of July, 2026 ("Effective Date"), by and between Burbank Unified School District, having its principal office located at 1900 W. Olive Ave., Burbank, California, 91506 (**"LICENSEE"**); and Smartetools, Inc., a California Corporation having its principal office located at 20258 US Highway 18, Suite 430-426, Apple Valley, California, 92307 (**"LICENSOR"**). LICENSOR and LICENSEE shall sometimes be referred to collectively as "Parties" and individually as "Party".

WHEREAS, LICENSOR is the sole owner of the proprietary computer application programs, **SmarteFinance and SmartePCR** including but not limited to the source code, object code and documentation for these programs, and has title to and all the rights of ownership in these programs, including the right to grant a license; and

WHEREAS, LICENSEE desires to obtain a license for the object code and documentation for **SmarteFinance and SmartePCR**;

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated into the operative provisions of this License Agreement by this reference, the mutual promises made herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. Definitions

1. "SOFTWARE" means the **SmarteFinance and SmartePCR** application programs or the object code of and documentation for these programs, as determined by the context in which they are used.

2. "Unauthorized person(s)" means any person, entity or organization who has not executed a license agreement with LICENSOR for the use, installation and copying of the SOFTWARE. The Licensee's employees who have not executed a license agreement but who are authorized by the LICENSEE to use the SOFTWARE are not "Unauthorized Persons" within the meaning of this License Agreement.

3. "Premises" means the collective physical premises and various school and facility sites of the LICENSEE.

4. "Object code" means the code produced from compiling the source code of the SOFTWARE.

B. Ownership of the SOFTWARE

1. The SOFTWARE and any copies of the SOFTWARE made by the LICENSEE are the intellectual property of and are owned by the LICENSOR. LICENSOR retains title to and ownership of the SOFTWARE regardless of the form or media in which or on which it may exist.

2. This License Agreement confers no title to or ownership rights in the SOFTWARE to the LICENSEE and is not a sale of such title or rights. LICENSOR shall retain all of its right, title and interest in and to the SOFTWARE and Documentation.

3. LICENSOR in its sole discretion shall have the right to use, sell, assign, transfer and license copies of and rights in the SOFTWARE and Documentation to third parties free from any claim of LICENSEE.

C. License Grant and Limitations:

LICENSOR grants to LICENSEE a non-assignable, indivisible, non-transferable, and non-exclusive right and license to use, install and have installed and copy the SOFTWARE, subject to the following restrictions:

1. LICENSEE may ONLY use, install or have the object code of the SOFTWARE installed on a server, network or computer physically located on its premises, unless expressly authorized in writing by LICENSOR.

2. LICENSEE may ONLY store the object code of the SOFTWARE on a storage device physically located on its premises, unless expressly authorized in writing by LICENSOR.

3. LICENSEE may ONLY keep copies of the documentation for the SOFTWARE on its premises, for the LICENSEE's internal purposes for the internal training of LICENSEE's employees, in the use of and operation of the Software, unless expressly authorized in writing by LICENSOR.

4. LICENSEE may make ONLY the number of copies of the object code of the SOFTWARE and documentation for the SOFTWARE that it needs, and provided this is done only on its premises**.**

5. The rights granted to LICENSEE under this Section C shall be for the term of one (1) year ("Initial Term").

6. LICENSEE shall take adequate and reasonable precautions to preclude unauthorized persons from having access to the SOFTWARE and to exercise all due care and attention in the use of passwords associated with the use of the object code of the SOFTWARE. This includes, but is not limited to, compliance

with accepted good practices in the use and maintenance of passwords, such as not disclosing them to unauthorized persons.

7. LICENSEE shall not modify, translate, adapt, reverse engineer, decompile, improve upon, add to or disassemble the SOFTWARE, create a derivative work based upon the SOFTWARE, attempt to construct the source code of the SOFTWARE, or disable any security measure in the object code of the SOFTWARE.

8. The object code of and documentation for the SOFTWARE is licensed as a single product and its component parts shall not be separated or removed for any reason.

9. LICENSEE shall not disclose the SOFTWARE to any unauthorized person without first obtaining the express written consent of the LICENSOR.

10. Upon three (3) working days' notice, LICENSEE shall allow LICENSOR reasonable access to its premises so that LICENSOR may conduct a meaningful inspection of LICENSEE's servers where the SOFTWARE is stored or installed to determine if LICENSEE is in compliance with the terms of this License Agreement. Such access shall also include enabling LICENSOR to access LICENSEE's servers via the Internet.

11. LICENSEE shall not rent, sub-license or transfer the SOFTWARE or any of LICENSEE's rights granted under this License Agreement.

12. No other rights are granted under this Section by implication, estoppels or otherwise.

D. Limited Warranties

1. LICENSOR does not warrant that the SOFTWARE is error-free, will operate without limitation or is compatible with all equipment and software configurations.

2. LICENSOR warrants that during the licensing period, the SOFTWARE will be in substantial accordance with the applicable general description. The extent of LICENSOR's liability under this warranty is limited to the correction or replacement of any defective item(s) at the LICENSEE's facilities at LICENSOR's own cost and expense, provided reasonable written notice of such defect is given to LICENSOR during the license term, if properly installed and used in the operating environment specified in the Documentation. Such corrections or replacements shall be made within fourteen (14) calendar days of LICENSOR's receipt of written notice. LICENSOR is not liable for any indirect, incidental, or consequential damages including, without limitations, loss of income, profit, use, data or information unless a result of gross negligence or willful misconduct of LICENSOR or its employees or agents.

3. No oral or written information or advice given by the LICENSOR, its employees, or agents shall increase the scope of the warranties described in this License Agreement, or create any new warranties. All other implied or express warranties are disclaimed.

4. LICENSOR makes no other warranty of any kind whatsoever, either expressed or implied, as to the SOFTWARE or any methods, processes, techniques, information, knowledge, know-how, trade processes or trade secrets communicated under this License Agreement.

5. The warranty described in this License Agreement shall not apply if:
   i. An item is not used in accordance with the LICENSOR's written instructions.
   ii. An item has been altered, modified or converted by LICENSEE without the written approval of LICENSOR.
   iii. LICENSEE's hardware malfunctions or other causes within the control of LICENSEE result in an item becoming inoperative, unless the malfunctions are the result of gross negligence or willful misconduct of LICENSOR or its employees or agents.

E. Risk of Loss

Upon receipt of the original object code of or documentation for the SOFTWARE, LICENSEE shall be solely responsible for safekeeping them and any copies of them that LICENSEE reproduces, as provided for under the terms of this License Agreement. In addition, LICENSEE shall return to LICENSOR any misplaced, stolen or lost copies of the object code of the SOFTWARE that are subsequently found by, returned to or otherwise recovered by LICENSEE.

F. Proprietary Information, Non-disclosure and Duplication

LICENSEE understands and agrees that the SOFTWARE contains LICENSOR’s confidential or trade secret information, and that disclosure of such information to unauthorized third parties will cause great harm to LICENSOR. LICENSEE, therefore, agrees to safeguard the SOFTWARE using due care. LICENSEE further agrees that it will not transmit or cause to be transmitted any of LICENSOR's confidential or trade secret information to any third party outside of LICENSEE's organization, without the express written consent of LICENSOR. LICENSEE shall also take all reasonable precautions to prevent disclosure of LICENSOR's confidential or trade secret information by LICENSEE's employees or authorized agents. LICENSEE shall be liable for any damages to LICENSOR resulting from any unauthorized disclosure of its confidential or trade secret information, including reasonable court costs and attorney's fees incurred in enforcement of the LICENSOR's rights herein.

LICENSEE further agrees that LICENSOR will suffer irreparable harm from any unauthorized disclosure of the SOFTWARE or LICENSOR's confidential or trade secret information and that, therefore, LICENSOR is entitled to an injunction in a court of competent jurisdiction enjoining LICENSEE and those acting in concert with LICENSEE from continuing with such unauthorized disclosure. LICENSEE consents and stipulates to the entry of such injunctive relief prohibiting it from using or disclosing LICENSOR's SOFTWARE or its confidential or trade secret information in violation of this License Agreement.

Notwithstanding the foregoing, confidential or trade secret Information shall not include:

i. information known to a Party prior to obtaining the same from the other Party;
ii. information in the public domain at the time of disclosure by a Party;
iii. information obtained by a Party from a third party who was under no obligation of confidentiality with respect to such information;
iv. information independently developed by a Party without use of any confidential or trade secret Information of the other Party;
v. information approved for release by express prior written consent of an authorized agent of the other Party; or
vi. any records or documents that LICENSEE would be required to disclose in response to any request for records under the California Public Records Act.

LICENSEE agrees to give LICENSOR reasonable notice of any request that might lead to the disclosure of LICENSOR's Proprietary Information, so that LICENSOR can take action to protect its Proprietary Information. If LICENSEE is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of records or documents deemed exempt from disclosure as confidential or trade secrets by LICENSOR, LICENSOR agrees to defend, indemnify and hold harmless LICENSEE and its Board of Trustees, employees, officers and agents, in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. LICENSOR shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; LICENSEE's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

G. Indemnification

1. LICENSOR shall indemnify and hold LICENSEE, its governing board members, agents and employees, harmless from any loss, damage or liability due to infringement of any United States copyright with respect to the use of items delivered to LICENSEE under this License Agreement, provided that: LICENSOR is promptly notified in writing of any suit or claim against LICENSEE and

LICENSEE permits LICENSOR to defend, compromise or settle the same and control the defense of the lawsuit; no settlement of such suit or claim shall be made without LICENSOR's approval; LICENSEE cooperates fully with LICENSOR, including but not limited to keeping LICENSOR informed of developments in the lawsuit, obtaining LICENSOR's approval of strategies and tactics, advance approval of hiring of experts and consultants and legal fees or costs to be incurred in defending such claims and providing LICENSOR with all information reasonably necessary to LICENSEE's defense. LICENSOR shall refund to LICENSEE any prepaid amounts for services which may not be provided due to an infringement claim.

2. LICENSOR shall not have any obligation to indemnify LICENSEE for any infringement arising out of LICENSEE's use of the SOFTWARE in any combination, manner or fashion which was not authorized or for which the SOFTWARE was not designed.

3. LICENSOR shall not indemnify or hold harmless LICENSEE for any claims, losses or damages, including legal fees and expenses, due to willful misconduct or gross negligence by LICENSEE in any lawsuit for infringement of a U.S. copyright against LICENSEE ("Lawsuit"), disobedience by LICENSEE of court orders or the judgment in the Lawsuit, LICENSEE's breach of settlement terms for the Lawsuit, or LICENSEE's failure or refusal to cooperate with LICENSOR in defending the Lawsuit. LICENSOR shall give LICENSEE reasonable notice of any such transgression by LICENSEE and shall give LICENSEE reasonable opportunity to cure. But once such reasonable opportunity to cure has passed without a cure occurring, LICENSOR may terminate its obligations to defend and indemnify upon written notice to LICENSEE at its regular place of business.

4. LICENSEE shall comply with the applicable State and Federal Fair Trade and Antitrust laws, rules or regulations and hold LICENSOR harmless for any violations by LICENSEE of such laws, rules or regulations.

5. Each party hereby assumes all risk of and responsibility for, and agrees to indemnify, defend and save harmless the other party, its parent and subsidiary organizations, directors, officers, employees and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith, made, brought or obtained on account of loss of life or property, or injury or damage to the person or property of any person or persons, which arise out of or result from the negligence or willful misconduct of the indemnifying party, or any agent or employee of the indemnifying party, except to the extent that such loss, injury or damage is caused by the indemnified party, its agents or employees.

H. Confidentiality

1. LICENSOR shall use the same degree of care it uses to protect its Confidential

Information in accessing, storing or using all information not specifically excluded under Section H paragraph 2 ("LICENSEE Confidential Information") that has been disclosed by LICENSEE to LICENSOR, e.g., employing security measures such as passwords, VPN (Virtual Private Network) for computer network communication on the internet, a network firewall, and computer virus and malware monitoring and removal.

2. LICENSEE Confidential Information shall not include information which was:
   i. Generally available to the public at the time of disclosure, or later available to the public other than through fault of LICENSOR or a third party;
   ii. Already known to LICENSOR prior to disclosure pursuant to this License Agreement;
   iii. Obtained at any time lawfully from a third-party under circumstances permitting its use or disclosure to others; or
   iv. Required by law or court order to be disclosed.

3 LICENSOR shall not be responsible for any unauthorized third party access, disclosure or use of LICENSEE Confidential Information, including but not limited to unauthorized access, disclosure or use by LICENSEE's employees or agents, regardless of whether LICENSEE has employed reasonable security measures; or any loss, destruction or unauthorized access, use or publication of LICENSEE Confidential Information arising from or related to any unforeseen cause or cause beyond LICENSOR's, control except as may be a result of gross negligence or willful misconduct of LICENSOR or its employees or agents.

I. Maintenance, Support and Enhancement Plan

1. During the term of this License Agreement, LICENSOR shall provide to LICENSEE the following maintenance, support and other services:
   i. All updates, enhancements, upgrades or releases of the SOFTWARE and documentation for them developed during the term of this License Agreement;
   ii. Reasonable access by telephone and/or Internet to LICENSOR's technical staff for consultation in the use and operation of the SOFTWARE;

2. LICENSEE agrees to furnish computer time to LICENSOR during and for the installation, testing, and maintenance of the SOFTWARE. This will include but is not limited to on-site access and access via the Internet to LICENSEE's computers and computer network solely for the purpose of implementing this Software License and Maintenance Agreement.

3. LICENSEE and LICENSOR agree that computer network security is an important concern for each of them. LICENSEE and LICENSOR agree to apply properly and diligently the protection mechanisms generally available for computer network protection.

J. License and Maintenance Fee

1. LICENSEE agrees to pay to LICENSOR an annual license and maintenance fee of $64,000.00. The payment shall be due and payable on the 1st day of July, 2026 and thereafter on the same date of each subsequent year for the term of this License Agreement as defined in Section C paragraph 5, of this License Agreement.

2. After the expiration of the Initial Term, LICENSOR may increase the amount of the annual license and/or maintenance fees to reflect changes in the market value of the SOFTWARE by giving LICENSEE sixty (60) days written notice of the increase, prior to the commencement of a new term.

K. Termination of Agreement

1. LICENSOR may terminate this License Agreement:
   i. Immediately, in the event of a breach of this License Agreement by LICENSEE, by providing LICENSEE with written notice of the breach and termination; or
   ii. With ninety (90) days written notice to the LICENSEE, in the absence of a breach of the License Agreement by LICENSEE.

2. LICENSEE may terminate this License Agreement:
   i. In the event of LICENSOR's failure to cure a breach of this License Agreement within thirty (30) days of written notice of such a breach by LICENSEE, by providing LICENSOR with written notice of termination.
   ii. The LICENSEE may only terminate this License Agreement for breach by the LICENSOR. If LICENSEE attempts to terminate this License Agreement for any other reason, then LICENSEE shall owe the remaining balance of the License and Maintenance Fees.
   iii. Upon termination for breach of this License Agreement, LICENSOR shall prorate the remaining payments of License and Maintenance Fees.

3. Upon termination or expiration of this License Agreement, LICENSEE shall:
   i. Immediately cease any and all use of the SOFTWARE and related materials, and provide proof of the destruction;
   ii. Immediately destroy any and all copies of the object code, source code and documentation for the SOFTWARE, regardless of how and where it is stored, in its possession, custody or control, and provide proof of the destruction;
   iii. Return to LICENSOR within twenty-four (24) hours the media on which SOFTWARE was originally given to LICENSEE; and
   iv. Pay any amounts due to LICENSOR as of the date of expiration or termination of this License Agreement within ten (10) days of the termination or expiration of this License Agreement.

4. Section F above shall survive the termination of this License Agreement.

L. Force Majeure

LICENSOR shall not be liable to LICENSEE for any failure or delay caused by events beyond the reasonable control of the LICENSOR including without limitation, sabotage, hacking, denial of service, failure or delays in transportation or communication, failures or substitutions of equipment, labor disputes, accidents, shortages of labor, fuel, raw materials, or equipment, or technical failure.

M. Assignment

LICENSOR shall have the right to assign this License Agreement, in whole or in part, and/or to subcontract its performance obligations under this License Agreement at any time and from time to time in its sole discretion by providing LICENSEE with at least ninety (90) days written notice of the assignment or subcontract; or with less than ninety (90) days written notice with the express written consent of LICENSEE. LICENSEE may assign this License Agreement only upon the express written consent of LICENSOR.

N. Severability

Each provision of this License Agreement shall be severable from the whole. If any provision of this Agreement shall be found contrary to law, the remainder of the License Agreement shall continue in full force.

O. Governing Law and Venue

This License Agreement is made under and shall be governed by and construed in accordance with the laws of the State of California. Any dispute arising out of this License Agreement shall be adjudicated exclusively in the Superior Court of the State of California in San Bernardino County or the Federal court in Riverside County, California, and all parties consent to personal jurisdiction and venue therein.

P. Notices

Any notices required under this License shall be given in writing and delivered personally or by telecopy / facsimile (with transmission confirmed), registered or certified mail, return receipt requested, or overnight delivery service to the parties at their addresses noted above or such other addresses as shall have been

designated to each other in writing. Notices shall be deemed delivered upon personal delivery; two days after deposit with the delivery service if the notice has prepaid overnight delivery; or upon five days after the deposit of the notice with the U.S. Post Office for registered or certified mail. Either party may change its address from time to time in writing.

Q. Entire Agreement

This License Agreement supersedes all previous license and maintenance agreements for the SOFTWARE and constitutes the entire understanding between the parties hereto. No oral statements shall be binding on either party, unless reduced to writing herein. This License Agreement shall have no force and effect until executed by a duly authorized officer of LICENSEE and a duly authorized officer of LICENSOR, and any modifications or amendments to the Agreement must be in writing and executed by the parties hereto.

R. Authority

Each party represents and warrants that it is a legal business entity duly organized and validly existing in good standing under the laws of the state of California and the United States of America. Each party represents that the person signing this License Agreement on its behalf has been properly authorized and empowered to do so.

S. Waiver and Modification

The waiver or modification of any of the provisions of this License Agreement shall not be binding unless in writing and signed by the party to be charged.

T. Compliance with Laws

LICENSEE agrees to comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, the rules and regulations under the United States Export Administration Act and the United States Foreign Corrupt Trade Practices Act, as the same may be amended from time to time. Without in any way limiting the foregoing, (a) LICENSEE shall not export or otherwise remove any Licensed Software or Licensed Documentation from the United States, either directly or indirectly, without the consent of LICENSOR and without first obtaining any licenses or approvals required from the United States Department of Commerce and any other applicable agency of the United States Government, and (b) LICENSEE agrees that neither it, nor any of its officers, directors, employees, or agents (1) shall pay or be instructed to

pay or give anything of value, either directly or indirectly, to an official of any foreign government or any foreign political party for the purpose of influencing an act or decision in such person's official capacity, or inducing such person to use such person's influence with the foreign government in order to assist LICENSEE in obtaining or retaining business for or with, or directing business to, any person, or (2) is at present or shall at any time during the term of this License Agreement become an official, officer, or representative of a foreign country.

U. Independent Contractor

The LICENSOR, in the performance of this License Agreement, shall be and act as an independent contractor. The LICENSOR understands and agrees that the LICENSOR and all of the LICENSOR's employees shall not be considered officers, employees, or agents of the LICENSEE, and are not entitled to benefits of any kind or nature normally provided employees of the LICENSEE and/or to which LICENSEE's employees are normally entitled including, but not limited to, State Unemployment Compensation or Workers' Compensation. LICENSOR assumes the full responsibility for the acts and/or omissions of the LICENSOR's employees or agents as they relate to the services to be provided under this License Agreement. The LICENSOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security, and income taxes for the respective employees of the LICENSOR.

IN WITNESS WHEREOF the parties hereto, each by a duly authorized representative, have executed this Agreement as of the date first written above.

Licensee

Burbank Unified School District

_____ _____
Signature Date

_____
Title

Board Approved: _____
(Date)

Licensor

Smartetools, Inc.
A California Corporation

_____ _____
Ray Hindy, Chief Executive Officer Date

_____ _____
Jeff Gowdy, Chief Financial Officer Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education student 960016948 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the parent of Special Education student 960016948 concerning services and/or school placement, a formal settlement agreement was offered on May 1, 2026 to the parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the student's parents, without admitting any liability.

Fiscal Impact:

Not to exceed $145,595

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education student 960016948, total not to exceed $145,595, (01.0-65000.0-50010-36000-5813-7440000), 2025-2026 school year through June 30, 2027 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement for Professional Services Provided by California State University Northridge for Special Education Students

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Background:

The Board of Education is being asked to approve an agreement for professional services to conduct Independent Educational Evaluations (IEE) for special education students, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $4,600.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and California State University Northridge, to provide Independent Educational Evaluations (IEE) and attend IEPs for Special Education students, not to exceed $4,600 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2026 through June 30, 2027, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CSUN LANGUAGE, SPEECH AND HEARING CENTER

Burbank Unified School District

AGREEMENT FOR CAPD ASSESSMENTS

This Agreement ("Agreement") is made and entered into between the Trustees of the California State University on behalf of **California State University, Northridge (CSUN) Language, Speech and Hearing Center,** hereafter referred to as "**CSUN**", and **Burbank Unified School District**, hereafter referred to as "**Client**", collectively referred to as the "**Parties**", this 1 day of July, 2026 (effective date).

I. Scope of Services

CSUN shall provide Client with the services which are described in Exhibit A, "Statement of Services and Schedule of Fees", attached hereto and incorporated herein for reference. CSUN, at its sole cost and expense, shall furnish all tools, equipment, apparatus, labor and materials necessary to meet its obligations under this Agreement.

II. Fees for Services

All payments due to CSUN are set forth in Exhibit A, "Statement of Services and Schedule of Fees". All payments due to CSUN as set forth in such Exhibit A shall be paid by Client within 30 days of receipt of a proper, undisputed invoice from CSUN, which invoice shall set forth in reasonable detail the Services performed.

III. General Terms and Conditions

A. **Term**. This Agreement shall be effective as of the effective date and shall remain in effect until May 1, 2027, unless extended by mutual written agreement.

B. **Termination**. This Agreement may be terminated or amended in writing at any time by mutual written consent of all the Parties to this Agreement and may be terminated by either Party for any reason by giving the other Party 60 days advance written notice. In the event of cancellation prior to completion of the specified services, all finished and unfinished projects, documents, data, studies and reports prepared by CSUN under this Agreement shall, at the option of Client, become Client property. CSUN shall be entitled to receive just and equitable compensation for any Services completed on such items prior to termination of the Agreement.

C. **Insurance.** Each Party agrees to hold prior to the commencement of work a certificate of insurance stating that there is General Liability insurance presently in effect for each other with

a combined single limit of not less than $2,000,000 per occurrence, and $4,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of $2,000,000 per occurrence. Additionally, each Parties' employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned. Evidence of Workers' Compensation insurance coverage will also be required (where applicable).

D. **Indemnification.**

1. CSUN shall defend, indemnify and hold Client and its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CSUN, its governing board, officials, administrators, managers, employees and agents.

2. Client shall defend, indemnify and hold CSUN, its governing board, officials, administrators, managers, employees and agents, harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Client, its governing board, officials, administrators, managers, employees or agents.

3. This Indemnification shall survive termination of this Agreement, for any reason whatsoever, and binds each party's legal representatives, successors, and assigns.

E. **Confidentiality.** CSUN agrees to maintain the confidentiality of all Client and Client-related data, information, and records including but not limited to student identifiable information and employee personnel information pursuant to all California and Federal statutory laws relating to privacy, confidentiality, and information security including but not limited to California Education Code sections 49060 - 49085, Pupil Records, and the Family Educational Rights and Privacy Act (FERPA), that currently exist or exist at any time during the term of this Agreement. All such records and information shall be considered confidential and kept confidential by CSUN and CSUN's officers, agents, employees, participants, vendors, or customers. CSUN shall not disclose such data, information and records except to the Client or in strict compliance with the provisions of all California and Federal statutory laws and upon prior written notice to the Client.

F. **Limitation of Liability**. EXCEPT FOR THE PARTIES' OBLIGATIONS IN THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY BY LIABLE UNDER THIS AGREEMENT TO THE OTHER PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, STATUTORY, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, LOSS BUSINESS OPPORTUNITIES, DAMAGE TO GOOD WILL OR

REPUTATION, AND COSTS OF COVER, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, AND EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN. This section shall survive the termination of the Agreement.

G. **Force Majeure.** Neither party shall be liable for delay or failure in the performance of its obligations under this Agreement, if such delay or failure is caused by conditions beyond its reasonable control, including but not limited to, fire, flood, inclement weather, accident, earthquakes, telecommunications line failures, electrical outages, network failures, acts of God, terrorism, civil commotion, or labor disputes. Each party shall use reasonable efforts to notify the other party of the occurrence of such an event within [three (3)] business days of its occurrence.

H. **Relationship of the Parties.** Each Party's employees, subcontractors, volunteers, agents and personnel performing any services on behalf of such Party are independent contractors and not employees of the other Party. Each Party will carry all insurance necessary to comply with the workmen's compensation and employer's liability laws of the state of California, and each Party will be responsible for any applicable payment and withholdings of any salary, benefits, incentives, and any other compensation or taxes relevant to the personnel it provides to perform the Services hereunder. Nothing in this Agreement, and no course of dealing between the Parties, shall be construed to create or imply an employment or agency relationship or a partnership or joint venture relationship between the Parties or between one party and the other party's employees or agents. Each Party will not take any action or sign any agreement on the other Party's' behalf without the latter's prior written consent, and will not represent to any third parties that it has the power to bind the other Party.

I. **Governing Law and Venue.** This Agreement will be governed by and interpreted in accordance with the laws of the state of California without giving effect to the principles of conflicts of law of such state. The Parties hereby agree that any action arising out of this Agreement will be brought solely under any state court located in Los Angeles County, California. Both parties hereby submit to the jurisdiction and venue of any such court.

J. **Dispute Resolution.** If any dispute arises out of or in connection with the Agreement, representatives of the Parties with authority to settle the dispute shall communicate, in person, electronically, or in writing within 30 days of written notice, in a good faith effort to resolve the dispute. The parties agree that, in the event of any unresolved dispute under the agreement, any litigation to resolve the dispute shall be brought in the state court of Los Angeles County, regardless of the amount of the dispute.

K. **Attorneys' Fees.** If any legal action is commenced related to, or arising out of, this Agreement, the prevailing party in such action shall recover all costs of defending or prosecuting the action, including, without limitation, all court costs and reasonable expert fees and attorneys' fees.

L. **Power and Authority.** Each Party warrants it has full power and authority to enter into this Agreement and will hold the other Party harmless from and against any loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty.

Further, each Party shall not enter into any arrangement, agreement or contract with any third party that might abridge any rights of the other Party under this Agreement.

M. **Severability.** If any clause or portion of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining clauses or portions shall remain in full force and effect.

N. **No Assignment.** Neither this Agreement, nor any right or interest herein, may be assigned, in whole or in part, without the express written consent of the other party and any purported assignment that is not expressly permitted by this clause shall be null and void.

O. **No Waiver.** No waiver of any term or right in this Agreement shall be effective unless in writing, signed by an authorized representative of the waiving party. The failure of either party to enforce any clause of this Agreement shall not be construed as a waiver or modification of such clause, or impairment of its right to enforce such clause thereafter.

P. **Non-Exclusivity.** This is a non-exclusive Agreement, and either party retains the right to enter into similar agreements with other parties.

Q. **No Third-Party Beneficiaries.** Nothing in this Agreement shall be construed to create a legal right in any third party to enforce its terms or to subject either Party to liability for any failure to comply with its terms.

R. **No Endorsement.** Nothing contained in this Agreement shall be construed as conferring on any Party, any right to use CSUN's name as an endorsement of product or service or to advertise, promote or otherwise market any product or service without the prior written consent of CSUN. Furthermore, nothing in this Agreement shall be construed as an endorsement of any commercial product or service by CSUN, its officers or employees.

S. **Conflict of Interest.** Except as set forth herein, Client certifies that no officer, employee, student or agent of CSUN has been employed, retained, or paid a fee, or has otherwise received or will receive during the term of this Agreement any personal compensation or consideration by or from Client or any of Client's directors, officers, employees, or agents in connection with the obtaining, arranging, or negotiating of this Agreement without advance, written notification to CSUN.

T. **Compliance with laws.** Each Party agrees that they shall obey all local, state and federal laws and regulations and adhere to professional and licensing standards of practice in the performance of this Agreement.

U. **Notices. A**ny notice required to be given under this Agreement will be deemed made, if delivered either to the address given below or to such other address as may hereafter be specified in writing by the Parties:

If to CSUN:

Deborah Flugum
Director, Purchasing & Contract Administration
California State University, Northridge
18111 Nordhoff Street
Northridge, California 91330

If to Client:

_____
_____
_____

Notice will be deemed to have been made: if by hand upon the date so delivered; if by registered or certified mail, postage prepaid and return receipt requested, upon third day after deposit in the United Stated mail; if by express courier service on the date actually delivered; and if by facsimile upon receipt.

V. **Agreement Alterations.** No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

W. **Entire Agreement; Modification.** This Agreement is the entire agreement between the Parties with respect to its subject matter and supersedes any prior agreement or communications between the Parties, whether written or oral relating hereto. No representation, inducement or promise has been made or relied upon by either party, unless expressly set forth in this Agreement. This Agreement may be modified only by a written amendment signed by authorized representatives of both parties.

X. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which 00will be deemed to be an original, but all of which together will constitute one and the same instrument, without necessity of production of the others.

By signing below, the Parties agree to the terms and conditions set forth herein for CAPD Assessments. The Parties represent that the person actually signing has authority to execute this Agreement and to bind the party on whose behalf their signature is made.

Signatories:

The Trustees of the California State University on behalf of California State University, Northridge :	**Client Name: Burbank USD**
Signature: _____	Signature: _____
Printed Name: Maria Melissa Y. Atienza	Printed Name: Peter Knapik, Ed.D
Title: Contracts Specialist, Purchasing & Admin.	Title: Asst. Sup. of Educational Services
Date:	Date:

STATEMENT OF SERVICES AND SCHEDULE OF FEES

A. STATEMENT OF SERVICES

Full CAPD Assessment for an individual student to include IEP attendance (if necessary) and assessment report.

Schedule: to be determined.

B. SCHEDULE OF FEES

Fees:

Full Assessment Report: $ 2,000.00

IEP attendance: $ 300.00

Total Amount not to Exceed $ 2,300.00

Payment Schedule:

Invoice will be sent.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement for Professional Services Provided by Paradigm Healthcare for Special Education

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Background:

The Burbank Unified School District Special Education participates in the Local Education Agencies (LEA) Medi-Cal Billing Option Program. This program allows the District to obtain a Medi-Cal provider number to seek reimbursement for certain Special Education and Health related Services. Paradigm Healthcare will prepare and process claims for the LEA program. This Agreement will be effective for thirty-six (36) consecutive months, commencing on July 1, 2026 through June 30, 2029 to prepare claims for submission on a weekly basis.

Discussion/Issues:

BUSD hires qualified practitioners to provide direct health services to the students. Under this program, the Special Education Department can seek reimbursement for certain services documented in the students' Individual Education Plans (IEPs) or Individual Family Service Plans (IFSPs) through Medi-Cal. BUSD would contract with Paradigm Healthcare for Medi-Cal Local Education Agencies (LEA) Billing services for the 2026-2029 fiscal year(s). Receiving this additional funding through reimbursement pays for non-mandated, supplemental supports for students with IEPs.

Fiscal Impact:

The District agrees to pay Paradigm Healthcare 7% of the total amount received through Medi-Cal LEA billing to the LEA up to $200,000, 12% of the total amount received through Medi-Cal LEA billing to the LEA from $200,000 to $850,000 and 10% of the total amount received through Medi-Cal LEA billing to the LEA above $850,000. In an average year, BUSD typically receives approximately $400,000 Medi-Cal LEA reimbursement. There is an additional fee for preparing the Reimbursement Comparison Schedule report (CRCS) and supports the LEA in Medi-Cal billing audits. The fee for CRCS is approximately $10,000. The software license for service documentation is $32,000 annually. Billing fee schedule is enclosed at the end of this agreement.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2026-2027 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed $120,000 ($80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, ($39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2026 through June 30, 2029, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

paradigm | healthcare

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into as of the 1st day of July 2026 between Paradigm Healthcare Services, LLC, a California Limited Liability Company ("Paradigm") and Burbank Unified School District, a California Local Education Agency ("Client"). This Agreement shall commence on the date first set forth above and shall continue in full force and effect through June 30, 2029 ("Initial Term") subject to the termination provisions set forth in Term of Service Paragraph 8, "Termination." Unless either party sends written notice to the other party at least 60 days prior to the end of the Initial Term or any subsequent term, this Agreement shall automatically renew for an additional year on each July 1 following the Initial Term, subject to termination provisions herein. The phrase "Term of the Agreement" shall refer to the Initial Term and any subsequent renewal period. The phrase "Fiscal Year" as used in this Agreement shall refer to the period July 1 through June 30. The Agreement will govern activities required to be performed by either party to complete obligations undertaken under this Agreement, regardless whether those activities are to be performed during or after the Term of the Agreement.

RECITALS

Paradigm is engaged in the business of providing software services and school-based claiming services to local education agencies, local governmental agencies, school districts, County offices of education, and local education consortia within the State of California.

Client desires to retain Paradigm, and Paradigm desires to be retained by Client, to provide the services described in in the attached Statements of Work and Terms of Service.

STATEMENT OF WORK
LEA BILLING CLAIMS MANAGEMENT SERVICES

Program Implementation Services

1. Paradigm will assist Client with all start-up documentation and any renewal agreements required by the California Department of Health Care Services ("DHCS") to enroll Client as a Medi-Cal Provider, and establish Paradigm as the Client agent for purposes of submitting reimbursement requests under this Agreement.
2. Paradigm will work with Client to assess program potential, establish provider and site databases for effective service tracking, and provide implementation training to Client program coordinator(s). This implementation process will be designed to identify areas of reimbursement and to facilitate an effective partnership between the Client and Paradigm.

Training and Materials

1. Paradigm will provide training to Client's program coordinator(s) and healthcare providers as part of the initial contract implementation and at least annually thereafter. Training will include the following subject areas: DHCS audit requirements for Client's LEA billing program; all necessary information and procedures for submitting Client billing data to Paradigm; and "best practices" to implement and maintain an optimized, audit-ready program.
2. Paradigm will provide Client personnel with all necessary training materials containing a detailed review of the rules and regulations governing the LEA Billing program. At Client's request Paradigm will also make available its proprietary "provider forms" for use in documenting the delivery of healthcare services.

Interim Claims Preparation and Submission

1. Eligibility. Upon the commencement of LEA Billing Services under this Agreement and quarterly thereafter during the Term of the Agreement, Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and identify Medi-Cal numbers within limits imposed by the DHCS and county governments. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder subject to all the confidentiality provisions provided in the Agreement.
2. Claims Submittal.
    2.1. Paradigm will make reasonable efforts to submit each LEA Medi-Cal billing claim eligible for submission pursuant to California law or regulation within thirty (30) days of receipt from Client of all information necessary for processing that claim. Paradigm will also make reasonable efforts to bill retroactive claims existing at the commencement of this Agreement so as to minimize revenue lost due to Medi-Cal's one (1) year billing limit.
    2.2. Paradigm shall make reasonable efforts to verify the completeness and accuracy of information underlying the claims it submits on Client's behalf. Due to the volume of data being processed from manual data entry forms and the necessity of correlating student records from several databases maintained by Paradigm, it is inevitable that some requests for reimbursement (or categories of requests or patients) will be denied or reduced due to incorrect or incomplete supporting data or healthcare insurance information. Paradigm will make reasonable efforts to minimize such denials or reductions. Client acknowledges that such denials are inherent in the LEA billing process, and will not constitute a breach of Paradigm's obligations under this Agreement. Client's sole

and exclusive remedy for any such denial or reduction in reimbursement is to request that Paradigm re-bill such claims. Paradigm will determine in its sole and absolute discretion if such rebilling is reasonable and cost effective. Except as set forth in this paragraph, Paradigm shall not be liable, and Client shall have no remedy, for any denial or reduction in reimbursement to Client for healthcare or administrative services.

2.3. Paradigm shall make reasonable efforts to submit all operational plans and claims made thereunder in a timely manner. However, Paradigm shall not be responsible in any way in the event that any operational plan or any claim made thereunder is submitted late or incomplete directly or indirectly because of the failure or delay by Client or its employees, students, agents or independent contractors in making all necessary information available to Paradigm, or any third party's failure or delay in submitting documentation to the DHCS..

3. Review and Resubmittal. Paradigm will monitor the submittal and payment process, review denials, suspensions, and holds, as reported by DHCS, and make reasonable efforts to resolve any challenged Client reimbursement claim.
4. Management Reports and Program Analysis. Paradigm will provide Client with periodic management reports using provider, procedure, and/or site parameters. The frequency of such reports will be determined by mutual agreement of Paradigm and Client, but in any event shall occur no less frequently than quarterly.

Coordination with Client

1. Information Sharing. Paradigm will provide Client with information regarding program policy, interpretation of policy, and regulatory updates as applicable. Quarterly "Bulletins" will be provided to Client's coordinator(s) to ensure timely communication about program changes and updates to Paradigm's systems and processes..
2. Audit and Site Visit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a program audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party.
3. Paradigm Technologies Software. Paradigm will make available its proprietary web-based software to assist Client Program Coordinator(s) with managing the FERPA parent consent status of students, provider profiles, and service authorizations. Note: Access to any Paradigm Technologies web-based applications requires acceptance of a separate, no-fee online Software License Agreement found at Paradigm's website.

Client's LEA Billing Claims Management Service Obligations

1. Program Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's services, and coordinate with Client's individual program participants.
2. Provider Logs. Client will maintain complete and accurate provider logs of all healthcare services provided by Client and will return the completed logs to Paradigm at the end of each month.
3. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.
4. Official RMTS Participant Roster (TSP). On the last day of the first month of the fiscal quarter, Client will submit to Paradigm the certified RMTS participant roster (referred to as the TSP List in the California State RMTS manual).

LEA Billing Claims Management Services Fees

1. Standard Fee Per Approved Service. Paradigm fees for Client LEA Billing claims submitted or originating during the Term of the Agreement will consist of a standard fee for each claimed service that DHCS approves for interim reimbursement ("Interim Approved Claim"). The schedule of Paradigm's standard fees for Interim Approved Claims is set forth in the attached Standard Fee Schedule subject to adjustment in accordance with the terms of following paragraphs.
2. Effect of Increase in Reimbursement Rates. In the event the Federal Medical Assistance Percentage (FMAP) increases or decreases, or DHCS increases or decreases the reimbursement rates to Client for any LEA Billing service interim claim during the Term of this Agreement, Paradigm's standard fee for such services will simultaneously and without requirement of prior notice to Client increase or decrease by the same percentage as the percentage DHCS increase or decrease.
3. Cap on Paradigm Fees. Paradigm's fees for LEA Billing Claims Management Services in any Fiscal Year will be capped according to the dollar value of Client's Interim Approved Claims. Notwithstanding any other provision, the total fees payable to Paradigm based on Interim Approved Claims during any Fiscal Year will not exceed 7% of the dollar value of Interim Approved Claims. This cap on fees for LEA Billing Claims Management are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.
4. Application of Fiscal Year Limits. For purposes of computing Paradigm's fees and fee caps for LEA Billing Claims Management Services, the date of an Interim Approved Claim will be the warrant date of the Remittance Advice Details ("RAD") issued by DHCS granting interim approval of the claim, regardless of when the claim originates or is submitted by Paradigm to DHCS for payment, and regardless of when or whether Client receives payment for the approved claim by DHCS. Paradigm will invoice Client monthly based on Interim Approved Claims identified in DHCS RADs.
5. Approval of Interim Approved Claims After the Termination of the Agreement. Nothing in this Agreement shall constitute a limitation or waiver of Paradigm's entitlement to receive fees based on Interim Approved Claims submitted pursuant to this Agreement whose date of interim approval is after the termination of this Agreement. Paradigm will prepare and submit to DHCS for reimbursement all Client LEA Billing claims arising from services provided by Client prior to termination or expiration and shall receive payment pursuant to the terms of this Agreement upon approval of such claims or part thereof by DHCS. Such claims for reimbursement shall be documented and submitted to Paradigm for submittal to DHCS within six (6) months after the earlier of expiration or termination of this Agreement.
6. Substitution of Alternative Methodology and/or Fee Terms. In the event that Paradigm determines that any LEA Billing fee arrangements or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

Standard Fee Schedule - LEA Billing Claims Management Services

"Max Interim $s to Client" below lists the maximum interim claim value per unit, according to *current* Medi-Cal reimbursement rates, when performed by a qualified provider; however, not all interim claims will be reimbursed at these rates. Paradigm's fees for Interim Approved Claims will be capped, not to exceed 7% of the dollar value of Interim Approved Claims. This cap on fees for LEA Billing Claims Management are discounted as part of a bundled offering with the licensing of our software, Student Health Network (SHN), acknowledging the integrated value of our services.

Provider Type	Service	Max Interim $s to Client	Paradigm Standard Fee
Audiologist	Assessment	$120.03	$8.40
Audiologist	Treatment	$ 55.01	$ 3.85
Licensed Vocational Nurse	Treatment	$ 13.37	$ 0.94
School Nurse, RN, PHN, NP	Assessment	$ 93.63	$ 6.55
School Nurse	Treatment	$ 53.50	$ 3.75
RN, PHN, NP	Treatment	$ 13.37	$ 0.94
Trained Health Care Aide	Treatment	$ 5.70	$ 0.40
School Counselor / Social Worker	Assessment	$ 12.85	$ 0.90
School Counselor / Social Worker	Treatment	$ 51.40	$ 3.60
LCSW / LMFT	Assessment	$ 13.85	$ 0.97
LCSW / LMFT	Treatment	$ 51.40	$ 3.60
Assoc. MFT / Assoc. SW	Assessment	$ 5.71	$ 0.40
Assoc. MFT / Assoc. SW	Treatment	$ 22.82	$ 1.60
School Psychologist / LEP	Assessment	$ 332.38	$ 23.27
School Psychologist / LEP	Treatment	$ 55.40	$ 3.88
Speech-Language Pathologist	Assessment	$ 75.06	$ 5.25
Speech-Language Pathologist	Treatment	$ 47.38	$ 3.32
Speech-Language Pathology Assistant	Treatment	$ 19.02	$ 1.33
Occupational Therapist	Assessment	$ 147.01	$ 10.29
Occupational Therapist	Treatment	$ 48.49	$ 3.39
Occupational Therapy Assistant	Treatment	$ 21.68	$ 1.52
Physical Therapist	Assessment	$ 146.93	$ 10.29
Physical Therapist	Treatment	$ 40.81	$ 2.86
Physical Therapist Assistant	Treatment	$ 18.26	$ 1.28
O&M Specialist	Assessment	$ 12.76	$ 0.89
O&M Specialist	Treatment	$ 12.76	$ 0.89
Respiratory Care, Registered Dietician	Assessment	$ 13.37	$ 0.94
Respiratory Care, Registered Dietician	Treatment	$ 13.37	$ 0.94
Optometrist	Assessment	$ 4.46	$ 0.31
Programs Specialist	Treatment	$ 13.37	$ 0.94
Transportation	Treatment	$ 9.27	$ 0.65

STATEMENT OF WORK
CRCS PREPARATION & SUBMISSION SERVICES

Paradigm's CRCS Preparation & Submission Services

1. RMTS Participant Roster and Fiscal Data Processing. Paradigm will assist Client in processing the quarterly RMTS participant roster (referred to as the TSP List in the California State RMTS manual) and fiscal information needed to complete the annual Cost and Reimbursement Comparison Schedule ("CRCS") Workbook for each Fiscal Year applicable to the Term of the Agreement.
2. Medi-Cal Eligibility Ratio. Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and calculate the Medi-Cal Eligibility Ratio within limits imposed by the DHCS. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder.
3. CRCS Workbook Preparation. Paradigm will compile all required data (including the Random Moment Tine Study Results) as provided by Client and prepare the annual CRCS Workbook in accordance with the claim guidelines approved by DHCS, based on information supplied by Client for each fiscal year, in accordance with the terms of the Agreement. Client will have final approval over the CRCS Workbook submission prepared by Paradigm.
4. CRCS Workbook Submission. Paradigm will coordinate the submittal of the CRCS Workbook to DHCS and provide information as requested by DHCS (including financial bridging documents and LEA eligible services "Production Log") as related to the CRCS Workbook prepared by Paradigm.
5. Audit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a CRCS Workbook audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party (including preparing financial bridging documents and LEA eligible services "Production Log").

Client's CRCS Obligations

1. Fiscal Data Submittal. Client will submit to Paradigm, in a format specified by Paradigm, all fiscal elements needed to complete the CRCS Workbook for each provider for whom reimbursement is sought. Documentation will be submitted to Paradigm no later than sixty (60) days after the end of each Fiscal Quarter for which the CRCS Workbook is to be submitted.
2. Official RMTS Participant Roster (TSP List). On the first day of the fiscal quarter, and again once the list has been re-certified by Client's Regional Agency. Client will submit to Paradigm the official certified RMTS participant roster.
3. Data Processing & CRCS Submittal. Client will cooperate with Paradigm and will provide Paradigm access to all personnel and files reasonably requested by Paradigm to assist Paradigm in its performance of CRCS Preparation and Submission Services hereunder. In the event Client elects not to utilize Paradigm's services to prepare its annual CRCS Workbook, or fails to make available information necessary to timely complete the CRCS Workbook, Paradigm will not be liable in any manner for resulting termination of Client from participation in the LEA Billing Option or for any resulting disallowance of Client claims.

CRCS Preparation & Submission Services Fees

1. CRCS Workbook Fees. The fee for each CRCS Workbook prepared during the Term of the Agreement will be equal to the lesser of: (i) $150.00 per employee or contractor used in the final calculation of "Total Net Personnel Costs" as reported on Worksheet A, or (ii) 1% of the "Total Medi-Cal Maximum Reimbursable Cost." Paradigm will invoice Client for CRCS Services upon completion of each CRCS Workbook.

   1.1. Client acknowledges that CRCS Workbooks will be audited, and the extent of the audit is determined by DHCS. Client also acknowledges that adjustments will be made to the CRCS Workbook as a result of the audit, and these adjustments are inherent in the CRCS process. Client acknowledges that any audit adjustments will not constitute a breach of Paradigm's obligations under this Agreement or limit Paradigm's entitlement to receive fees for CRCS Services pursuant to this Agreement.

   1.2. In the event that any CRCS fee arrangements, or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

STATEMENT OF WORK
SOFTWARE AS A SERVICE

Software as a Service

1. Features & Services. Paradigm will provide access to Client and Client's authorized users its Software, Student Health Network ("SHN"), including at Client's option, add-on features and services (hereinafter referred to as "Features"), as noted in the Software Features & Fee Schedule. Access to any Paradigm Software requires acceptance of a separate, no-fee Online Software License Agreement found at Paradigm's website.
2. Changes to Features. Paradigm reserves the right to make changes to Features that it determines necessary or useful to: (1) maintain or enhance the quality or delivery of Features to Client, (2) maintain or enhance Software and Feature performance, and (3) comply with applicable law and Medicaid claiming policies.

Coordination with Client

1. Support. Paradigm will provide a Care Center available for the use of Client and all Client's authorized users. The Care Center is accessible via toll-free phone and email during normal business hours.
2. Software Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's Software, and coordinate with Client's individual end users.
3. Authorized Users. Client shall be responsible for managing access to the Software and Features by its authorized users. The Client shall have the right to grant and revoke access to the Software and Features to its authorized users as it deems appropriate. The Client shall ensure that its authorized users comply with the terms and conditions of this Agreement.
4. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.

Software Fees

1. Fees for Software and Features are detailed in the attached Software Features & Fee Schedule.
2. Client will be invoiced as follows:
    2.1. Setup Fees and Maintenance Fees. If applicable, Setup Fees will be invoiced within 30 days of activation of Feature and will be due and payable within the thirty (30) days of the invoice date. Maintenance Fees, if applicable, will be due and payable on an annual basis, invoiced on July 1st of each remaining Fiscal Year during the Term of Agreement after the year in which Setup Fees were paid.
    2.2. Annual License Fees. Annual License Fees are applicable to each Fiscal Year during the Term of the Agreement. Annual License Fees will be assessed each July 1 and divided into equal monthly installments for the duration of the Fiscal Year. Each monthly installment will be due and payable within thirty (30) days of the invoice date. If a Feature with Annual License Fees is activated in the middle of a Fiscal Year, the Annual License Fee will be prorated for the remaining months until the next July 1, and will be divided into equal monthly installments for the remaining duration of the Fiscal Year.
    2.3. If client does not pay any amount due within 60 days, Paradigm reserves the right to terminate Client access to Features.

Software Features & Fees Schedule

Product	Price	Multiplier	Unit Basis	Discount	Total
Student Health Network - Essentials	**$3.00** per year	14168	enrolled students	25 %	**$31,878.00** per year
SHN Essentials features allowing providers to document screenings, assessments, treatments, and consultations; rate basis is total student enrollment; annual fees apply to each school year during the Term, divided into equal monthly installments					
				Total	**$31,878.00**

Accordingly, in consideration of the mutual obligations undertaken herein, THE PARTIES AGREE AS FOLLOWS:

1. **Retention**. Client hereby retains Paradigm and grants it the exclusive right to perform the services described in the Statement(s) of Work subject to the terms and conditions set forth below.
2. **Protection of Confidential Information**.
   2.1. Definitions.
      2.1.1. "Client Confidential Information" shall mean all information in whatever form that Client provides or authorizes to be provided to Paradigm in connection with the services rendered under this Agreement and that at the time of first receipt: (i) is clearly marked "confidential" or "proprietary;" (ii) constitutes protected health information as defined at 45 C.F.R. § 160.103, personal information, or student or pupil information, as defined by any federal or state laws or regulations, including but not limited to the Family Education Rights Privacy Act (FERPA), 20 U.S.C. §1232g, et al., the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, and the California Education Code (including §49073.1); (iii) is governed by the terms of a Data Use Agreement (DUA) between Client and DHCS or its designated third-party administrator ("TPA"); (iv) is otherwise disclosed under circumstances of confidence; or (v) reasonably should be understood by the receiving party to be confidential. Without limiting the foregoing, Client Confidential Information shall include all Client student healthcare data and other student information, and all Medi-Cal and claims-related data files received by Paradigm as Client's designated custodian. Confidential Information shall not include any information that is or becomes publicly known through no fault of Paradigm, is already known by Paradigm at the time of disclosure based on information received from a source other than Client, or is rightfully received or independently developed by Paradigm, whether before or after disclosure.
      2.1.2. "Paradigm Confidential Information" shall mean all information in whatever form that Paradigm provides or authorizes to be provided to Client in connection with the services rendered under this Agreement and that, at the time of first receipt: (i) is clearly marked "confidential" or "proprietary;" (ii) is otherwise disclosed under circumstances of confidence; or (iii) reasonably should be understood by Client to be confidential. Without limiting the foregoing, Paradigm's Confidential Information shall include all business, marketing, technical, financial, customer, supplier, or other information, data entry means, processed claiming data, instructions, management reports, data file specifications, instructional materials, algorithms, software, forms, boilerplate plans, technologies, know-how related to making eligibility determinations, and data and results derived from the foregoing, except to the extent such Confidential Information is public record, other than due to disclosure by or on behalf of Client, or due to any breach of this Agreement by Client.
      2.1.3. "Confidential Information" shall mean Client Confidential Information and Paradigm Confidential Information.

2.2. Protection of Confidential Information.

2.2.1. Each party shall use reasonable and appropriate measures to safeguard and keep confidential all Confidential Information of the other party and shall not disclose, use, or copy any Confidential Information except as necessary to perform its obligations hereunder, provided that Paradigm may also use and disclose Client Confidential Information for the proper management and administration of Paradigm or to carry out its legal responsibilities. Such reasonable and appropriate measures shall be no less than the measures taken by each to protect its own confidential information of a similar nature, but in any event no less than the measures governing protection, maintenance, disclosure, retention and destruction of Confidential Information subject to the terms of any DUA between Client and DHCS, or DHCS's designated TPA and any applicable federal or state laws or regulations.

2.2.2. Paradigm represents that all its employees who work with Confidential Information provided by Client under this Agreement have received regular training in data security procedures and federal and state laws and regulations applicable thereto.

2.2.3. Each party may use Confidential Information of the other party, and disclose Confidential Information of the other party to its responsible employees and independent contractors, to the extent permitted by law and provided that such employees and independent contractors: (i) have a need to access such Confidential Information for purposes of fulfilling the party's obligations hereunder; (ii) have been informed of the confidentiality provisions of this Agreement; and (iii) have agreed in writing to comply with such provisions. Each party shall be responsible for any breach of the confidentiality provisions of this Agreement by its employees and independent contractors.

2.2.4. Each party will promptly notify the other upon discovering any misuse of, unauthorized disclosure of, or unauthorized access to the other party's Confidential Information in its possession or control, and shall reasonably assist the other in responding to such a breach in accordance with all applicable federal and state laws and regulations. Paradigm will designate a Security Coordinator who shall serve as a first point of contact between Client and Paradigm for matters relating to the management and protection of Client Confidential Information.

2.2.5. The parties acknowledge and agree that they have executed, or shall execute, as applicable, the Tri-Party Agreement for Disclosure and Use of DHCS Data by and among DHCS and the parties (the "DHCS Tri-Party Agreement"), and the Data Use Agreement by and among Carelon Behavioral Health, Inc. and the parties (the "Carelon DUA"). The parties agree to comply with the DHCS Tri-Party Agreement (including, without limitation, the Business Associate Addendum attached thereto) and the Carelon DUA, and to cooperate in the performance of their obligations thereunder.

2.3. Ownership and Use of Client Confidential Information. Client Confidential Information provided to Paradigm under this Agreement or as permitted under this Agreement continues to be the property of, and under the control of, Client, and will not be used for any purpose other than the requirements of this Agreement or as permitted under this Agreement. Without limiting the foregoing, Paradigm will not use personally identifiable student information for commercial or advertising purposes. Nothing in this Agreement shall prohibit Paradigm from using student or other Client Information with all personal identification removed or de-identified for

purposes of training, research, or other activities designed to enhance the services provided to Client and to other Paradigm Clients receiving LEA Billing, MAA services, or CYBHI Fee Schedule Services provided that and to the extent such use is consistent with applicable federal and state laws and regulations.

2.4. Review and Correction. Client represents that it maintains a procedure by which parents, legal guardians, and eligible students can review student records and correct erroneous information; Paradigm does not interact directly with parents, guardians or students, but will cooperate with Client as necessary to allow for the review and correction of student records.

2.5. Retention of Confidential Information.

2.5.1. Paradigm certifies that it will only retain Client's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Paradigm in its reasonable discretion will either destroy all Client Confidential Information in a secure manner or return this Client Confidential Information to Client except to the extent it is not feasible to return or destroy such Client Confidential Information. Paradigm will confirm in writing its disposition of all Client Confidential Information within five business days of such action.

2.5.2. Client represents that it will only retain Paradigm's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Client will return this Information to Paradigm and confirm such disposition of Paradigm Confidential Information within five business days thereafter.

2.6. Lawful Disclosure. This Paragraph shall not be construed as prohibiting either party from using or disclosing the other's Confidential Information to the extent required by law, regulation, or court order, provided such party notifies the other party promptly after becoming aware of such obligation and permits the other party to seek a protective order or otherwise to challenge or limit such required disclosure within the time permitted by law.

2.7. Statutory Compliance. A description of Paradigm's procedures to ensure the security and confidentiality of Client Confidential Information in accordance with the terms of this Agreement and all applicable state and federal laws and regulations is incorporated by reference herein, and is available for inspection by Client upon request. The parties acknowledge that, notwithstanding any other provision of this Agreement, Client has taken reasonable and appropriate steps to ensure that Paradigm's current practices with respect to Client Confidential Information comply with FERPA and other appilicable legal requirements, and Client remains legally responsible for any FERPA violations that may occur in the course of Paradigm's performance of services under this Agreement. The parties also acknowledge that they have made best efforts to ensure that this Agreement complies with the requirements of California Education Code §49073.1.

2.8. Continuing Obligations. The obligations contained in this Section, "Protection of Confidential Information," shall survive for a period of twenty (20) years after the expiration or termination of this Agreement.

3. **Accuracy of Information.**

3.1. Client Efforts. Client will make reasonable efforts to insure that the information supplied to Paradigm hereunder shall be true, complete, and accurate in all respects. Client assumes sole responsibility, and Paradigm shall have no liability, for the truth, completeness, and accuracy of all information supplied to Paradigm.

3.2. Paradigm Efforts.

3.2.1. Client acknowledges that Paradigm is not providing Client with legal, medical, or healthcare information or services and that any forms, software, and other materials supplied to Client hereunder are not intended to provide legal, medical, or healthcare advice.

3.2.2. If Paradigm is uploading historical records to its Software, Client assumes sole responsibility for the accuracy of historical data, and Paradigm shall have no liability for the truth, completeness, and accuracy of all information supplied to Paradigm.

4. **Limitation of Liability**.

4.1. In no event shall Paradigm be liable to Client for any incidental, indirect, consequential, special, or punitive damages arising out of or relating to this Agreement, including without limitation damages for lost reimbursements, lost healthcare services, or lost or breached data, regardless of whether Paradigm has been advised of the possibility of such damages, and regardless of whether the claim for damages sounds in contract, tort, or other form of action.

4.2. In no event shall Paradigm's total liability for damages to Client arising out of or related to this Agreement exceed the net fees paid to Paradigm hereunder during the one (1) year period preceding the date on which the first claim alleged to give rise to damages occurs, regardless of the number of claims, causes of action, or amount of the alleged losses.

5. **Licenses and Permits**. Client represents and warrants that: (a) it has all licenses and permits necessary or appropriate to render the medical services it currently provides to its students, and to be eligible for reimbursement; (b) Client will maintain such licenses in full force and effect during the Term of this Agreement; and (c) Client has all necessary authority, including approval by the Board of Education if necessary, to enter into this Agreement and to perform all of its obligations hereunder.

6. **Late Fees**. Client will incur a late fee of two percent (2%) per month or any part thereof, or the maximum fee allowed by law, whichever is less, on any invoiced amount unpaid after sixty (60) days. The fees specified herein do not include taxes or similar surcharges, which are the sole responsibility of Client (excluding taxes on Paradigm's gross income).

7. **Indemnification**.

7.1. Client's Indemnification Obligations. Client shall indemnify and hold harmless Paradigm, its managing members, employees, and agents against and from any and all liabilities, claims, demands, losses, damages, and expenses, including reasonable attorneys' fees and costs (collectively "Claims"), to the extent arising from Client's negligence, gross negligence, or intentional misconduct in the course of Client's discharge of its obligations under this Agreement, including without limitation: (i) breach of any provisions of this Agreement by Client; (ii) failure of Client or its health care providers, to provide any service for which reimbursement is sought; (iii) failure of Client or its health care providers to perform health care or related services in accordance with any professional standards applicable thereto; (iv) failure of the Client to provide accurate Confidential Information; or (v) failure of Client or its health care providers to obtain or maintain in good standing any

licenses, permits, or registrations required to render the healthcare and related services for which reimbursement is sought. Notwithstanding the foregoing, Client shall not be required to indemnify Paradigm hereunder to the extent that Paradigm is obligated to indemnify Client pursuant to the following paragraph, "Paradigm's Indemnification Obligations."

7.2. Paradigm's Indemnification Obligations. Paradigm shall indemnify and hold harmless Client, its school board, officers, directors, employees, and agents against and from any and all Claims to the extent such claims arise from Paradigm's negligence, gross negligence, or intentional misconduct in the course of performing services under this Agreement. Notwithstanding the foregoing, (a) Paradigm shall not be required to indemnify Client hereunder to the extent that Client is obligated to indemnify Paradigm pursuant to the preceding paragraph, "Client's Indemnification Obligations" and (b) Paradigm's indemnification obligations shall be subject to the limitations of liability set forth in Section 4 above.

7.3. The indemnification rights set forth in this Section, "Indemnification," are conditional on the following: (i) the party seeking indemnification (each an "Indemnified Party") shall provide prompt written notice of any Claim as to which indemnification is sought to the party from whom indemnification is sought (the "Indemnifying Party"), provided, however, that failure to give such notice shall not relieve the Indemnifying Party of its obligations hereunder except to the extent that it is materially prejudiced thereby; (ii) all Indemnified Parties shall reasonably cooperate with the Indemnifying Party in the defense and settlement of the underlying Claim at no cost to the Indemnified Party; and (iii) the Indemnifying Party shall have full and exclusive authority to defend or settle the underlying Claim, provided that the Indemnifying Party shall not enter into any settlement that includes an admission of liability by the Indemnified Party or injunction against any Indemnified Party without the consent of such Indemnified Party, such consent not to be unreasonably withheld or delayed, and provided further that each Indemnified Party shall have the right to participate in such Claim with counsel of its own selection at its own expense.

8. **Termination.**

8.1. For Cause. Either party may terminate this Agreement upon written notice to the other party if the other party is in material breach of its obligations under this Agreement and such breach is not cured within thirty (30) days after receipt of written notice of the specific nature of such breach (or, in the case of nonpayment of fees, within fifteen (15) days after receipt of written notice). The non-breaching party shall give its reasonable cooperation and assistance to the breaching party in any efforts made to cure such breach.

8.2. By Mutual Written Agreement. The parties may terminate this Agreement at any time by written agreement of both parties, effective as of the date specified in such agreement.

8.3. Effect of Termination. Upon the expiration or termination of this Agreement for any reason:

8.3.1. Payment for Services Completed. All fees Client owes to Paradigm for services provided prior to expiration or termination shall immediately become due and payable upon receipt of an invoice from Paradigm.

8.3.2. Confidential Information. Client shall, upon request, return or destroy, at Paradigm's option, all Confidential Information received from Paradigm and shall certify to Paradigm its compliance with this provision.

8.4. Survival of Terms. All provisions of this Agreement which by their express terms extend beyond expiration or termination of this Agreement or which by their nature so extend shall survive expiration or termination, including but not limited to Paragraphs: "Protection of Confidential Information," "Limitation of Liability," "Indemnification," "Termination," "Paradigm Proprietary Rights," and "Miscellaneous."

9. **Paradigm Proprietary Rights**. Client acknowledges and agrees that Paradigm retains all right, title, and interest, including without limitation all intellectual property rights, in and to Paradigm's Confidential Information (as defined above), and all forms, materials, submissions, and software prepared or supplied by Paradigm. Except as and to the extent otherwise provided in this Agreement, neither this Agreement nor Paradigm's performance of services under this Agreement shall give Client any ownership interest in or license to any of Paradigm's intellectual or other property.

10. **Miscellaneous.**

10.1. Notice. Any notice required or permitted to be given under this Agreement shall be in writing and may be delivered in person, by overnight courier, or by email if confirmed by first class mail, or sent by certified or registered mail, addressed to the other party at the address set forth on the signature page of this Agreement. Notice will be effective as of the date personally delivered, or if by email, three business days after the date of mailing of by first class mail, certified or registered mail, provided that notice received on holidays, weekends or nights will be effective at 9:00 a.m. on the next business day.

10.2. Relationship. It is intended that the relationship of Paradigm to Client shall at all times be that of an independent contractor. Nothing contained in this Agreement is intended or to be construed so as to create any partnership, joint venture, employment, agency, franchise or other representative relationship between the parties. No party hereto, or their respective officers, directors, employees, or agents shall have any express or implied right or authority to assume or create any obligations on behalf of or in the name of the other party, or to bind the other party to any contract, agreement, or undertaking with any third party.

10.3. Governing Law. This Agreement and the rights and obligations of the parties under it shall be subject to, governed by, construed, and enforced pursuant to the laws of the State of California without giving effect to any choice of law principles. Headings are for convenience only.

10.4. Severability. If any provision of this Agreement is held by a court or arbitrator to be invalid or unenforceable, the remaining portions of this Agreement shall remain in full force and effect, and such court or arbitrator shall be empowered to substitute provisions similar to said provision, or other provisions, so as to provide the parties the benefits intended by said provision, to the fullest extent permitted by applicable law.

10.5. Arbitration. Any dispute arising in connection with the interpretation or enforcement of this Agreement shall be resolved by compulsory binding arbitration under the auspices of and in accordance with the commercial arbitration rules of JAMS in San Francisco, California before a single arbitrator to be selected by mutual agreement of the parties or, failing such agreement, by JAMS from a list of three arbitrators proposed by each side. The decision of the arbitrator will be final and not appealable. The arbitrator shall interpret and enforce this Agreement in accordance with the laws of the State of California. The arbitrator shall be empowered to award the prevailing party any remedy available in law or equity not specifically precluded by this Agreement, including without limitation injunctive or declaratory relief, and attorneys' fees and costs.

10.6. Other Remedies. The parties acknowledge and agree that any actual or threatened misappropriation or infringement of intellectual property or breach of the confidentiality provisions of this Agreement will cause irreparable harm for which there is no adequate remedy at law, and accordingly, in addition to any other available remedies, a party may seek to enforce its rights with respect to the protection of confidential information or intellectual property hereunder through injunctive relief in any court of competent jurisdiction. In the event that any party is required to commence an action or arbitration to interpret or enforce any of the terms of this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs.

10.7. Force Majeure. Neither party shall be liable for any delay or failure to perform its obligations hereunder (except for any obligation to pay fees) resulting from any cause beyond its reasonable control, including but not limited to acts of God, terrorism, weather, fire, explosions, floods, strikes, work stoppages, slowdowns, industrial disputes, accidents, riots, civil disturbances, failures of telecommunications or hosting providers, or acts of government.

10.8. Entire Agreement; Amendment. This Agreement, the online Software License Agreement, and Paradigm's Website Policies constitute the entire agreement between Client and Paradigm, superseding all prior and contemporaneous proposals, negotiations, communications and agreements, written or oral concerning the subject matter hereof. The provisions of these agreements shall be construed to give effect to all provisions therein to the greatest extent possible. In the event of any conflict between the agreements, they shall take precedence over one another in the following order, with each agreement listed taking precedence over all listed after it: this Agreement; the online Software License Agreement; and the Website Policies. This Agreement may be amended only by an instrument in writing duly approved and signed by both parties.

10.9. Assignment. Neither party shall assign or transfer this Agreement without the consent of the other party, which shall not be unreasonably withheld or delayed. Any assignment or transfer in violation hereof shall be null and void.

10.10. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their successors, assignees, and legal representatives. It creates no rights in any third parties including any individual in connection with which reimbursement is sought by Client.

10.11. Counterparts. This Agreement may be executed in any number of faxed, scanned, or original counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

SIGNATURES

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed by duly authorized persons to be effective as set forth herein.

Paradigm Healthcare Services, LLC **Burbank Unified School District**

Constance Laflamme

2026-04-01

Constance Laflamme, Owner/CEO
1225 4th Street, #363
San Francisco, CA 94158
Tel (415) 616-0920
claflamme@paradigm-healthcare.com

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement for Professional Services Provided by Synthesis Behavior LLC for Special Education

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Background:

The Board of Education is being asked to approve the agreement for professional services for Special Education student 960045323, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is obligated to provide services for students who attend our schools, even if the District doesn't have the staff to do so and, therefore, is required to contract with an agency to remain in compliance with IEP regulations and/or settlement agreements.

Fiscal Impact:

Total not to exceed $3,500.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Synthesis Behavior LLC for Special Education student 960045323, for a total not to exceed of $3,500 (01.0-65360.0-57602-11900-5850-7440000), effective May 22, 2026 through December 30, 2026, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

TERMS OF AGREEMENT

This Agreement, made and entered into this 30th day of April 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Synthesis Behavior LLC, hereinafter referred to as "Provider."

Payee's Name: Synthesis Behavior LLC Daytime Phone Number: 917-359-7417

Mailing Address: 219 S Lincoln St. Burbank, CA 91506

Email Address: julie@synthesisbehavior.com

Sponsoring Administrator: Peter Knapik Assistant Superintendent Special Education
Print Name Title Signature Location

Board Approval: 05/21/2026 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 rate not to exceed $3,500 **Amount to include mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 05/22/2026 and terminating on: 12/30/2026.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Synthesis Behavior LLC will provide a functional behavior assessment (FBA) for Student 960045323. Cost includes evaluation, observations, reviewing documentation, written report and attendance to IEP.

5. The Provider shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Provider will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Provider, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Provider agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Provider's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Provider breach this agreement or fail to perform the required services in a satisfactory manner.

9. Provider agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Provider pursuant to this agreement. Provider agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Provider pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Provider agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

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

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

Synthesis Behavior LLC
Provider/Company

Julie Ashkenazi
Print Representative Name

Board Certified Behavior Analyst
Title

Signature

4/30/2026
Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary II
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement for Professional Services Provided by EverDriven Technologies, LLC F/K/A/ ALS Schools for Special Education Students

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Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students will be transported by EverDriven Technologies, LLC F/K/A ALC Schools.

Fiscal Impact:

Not to exceed $75,000.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and EverDriven Technologies, LLC F/K/A ALC Schools for transportation services for Special Education Students on an as needed basis, effective July 1, 2026, through June 30, 2027, not to exceed $75,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

everdriven

April 27, 2026

EverDriven Technologies, LLC.
5680 Greenwood Plaza Blvd.
Suite 550S, Greenwood Village, CO 80111

Burbank Unified School District
ATTN: Purchasing Department
1900 West Olive Avenue
Burbank, CA 91506

To Whom it May Concern:

EverDriven Technologies, LLC. attests that the company does not have any applicable law violations at the time of entering a contract with Burbank Unified School District, and EverDriven will maintain compliance with all applicable laws of the state of California throughout the duration of the contract term.

EverDriven further attests that the company's compliance will include the following requirements from California Senate Bill 88 by July 1, 2025:

1. EverDriven will exclusively utilize drivers who meet the requirements of section 39877 and who pass a criminal background check, including a fingerprint clearance that is consistent with the requirements of Ed. Code section 45125 for District employees, and section 45125.1 for all other compensated drivers.
2. EverDriven acknowledges that drivers must adhere to the Child Abuse & Neglect Reporting Act (CANRA), identifying drivers as mandated reporters.
3. EverDriven will keep on-file all documentation required for driver and vehicle requirements of section 39877.
4. EverDriven will adhere to section 39879.

   (a) Any local educational agency contracting with a private entity to provide pupil transportation shall obtain from the private entity a written attestation to all of the following:

   (1) That it not have any applicable law violations at the time of applying for the contract.

   (2) That it will maintain compliance with applicable laws for the duration of the contract.

   (3) That only drivers who meet the requirements of paragraphs (1) to (14), inclusive, of subdivision (a) of Section 39877 work, or will work, under the contract between the private entity and local educational agency.

   (4) That it has on file all the reports and documents required pursuant to paragraphs (1) to (14), inclusive, of subdivision (a) of Section 39877 for the duration of the contract, including, but not limited to, updated, revised, or modified reports and documents. These reports and documents shall be available for inspection by the local educational agency or any other state regulatory agency at any time.

I, Danielle Press, Chief Growth Officer of EverDriven Technologies, LLC, declare that the above statements are true and accurate.

Sincerely,

Danielle Press
Chief Growth Officer
EverDriven Technologies, LLC.
www.everdriven.com

AGREEMENT FOR THE PROVISION OF ALTERNATIVE TRANSPORTATION SOLUTIONS

THIS AGREEMENT ("Agreement") is entered into between EverDriven Technologies, LLC. ("Contractor") and Burbank Unified School District (the "District"), with the following facts:

A. Certain student(s) of the District require transportation to and from school and/or other transportation services as requested by the District.

B. Contractor will coordinate such transportation services. The District will reimburse Contractor for the provision of these services in accordance with the terms and provisions of this Agreement.

NOW THEREFORE, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Contractor Services

District may request, from time to time, that Contractor coordinate transportation services, which Contractor may agree to coordinate. To the extent accepted by Contractor, Contractor agrees to coordinate such transportation services and District agrees to pay Contractor in accordance with the provisions of this Agreement. Contractor's coordination of such transportation services pursuant to this Agreement are sometimes referred to herein as the "Services."

In operating under this Agreement, the District will purchase services from the Contractor through the Contractor's agreement with **OMNIA Partners Contract No. R230901** the provisions of which, while not attached hereto, are nonetheless incorporated herein by this reference, and in accordance with the pricing set forth in Attachment 1 of this Agreement, which is attached hereto and incorporated herein by this reference.

2. Term

The initial term of this Agreement shall commence on the final execution date of this Agreement and end on 07/30/2029. Either party can terminate with or without cause at any time with thirty (30) days prior written notice.

3. Fees for Service

Contractor shall be paid the agreed sum based on fees outlined on Attachment 1, which is attached hereto and incorporated herein by this reference. Contractor shall invoice the District for the provision of the Services on a weekly basis and shall be paid within thirty (30) days after Contractor submits invoice to the District for the provision of the Services for the relevant week. Any payment not received by Contractor within thirty (30) days of Contractor submitting invoice to District shall accrue interest at the lesser of (a) the rate of one and one-half percent per month or (b) the maximum rate allowed by law, commencing with the date of the invoice

until payment is actually received by Contractor. All payments due and owing under this Agreement shall be made through automated clearing house ("ACH") transfers.

4. Trigger to Renegotiate

In the event of forces outside the control of Contractor, this Agreement may be renegotiated. Such events include, but are not limited to, new local, state and/or federal mandates (e.g., vaccination mandates), increase in a cost of doing business, new vehicle equipment requirements, wages, labor shortage, inflation/economic recession (CPI).

5. Force Majeure

In the event of circumstances beyond the control of Contractor or the District including acts of God, natural disaster, epidemic, pandemic, government shutdown, and the like, that reduce or eliminate the need for Contractor's Services, in order to maintain adequate readiness to serve the District, Contractor shall be excused from servicing District.

Contractor will submit for payment an invoice for each month in which regular transportation services would have taken place had the Force Majeure event not occurred. District will only be obligated to make such payment to Contractor if local, state and/or federal funds are provided to the District to mitigate financial losses to it and its contractors. The invoice will be calculated by the cost of the District's final day of regular transportation service before such event occurred multiplied by the number of school days in that particular month and subtracting 15%. If District elects not to agree to these terms, Contractor cannot assure resources will be available to the District when Force Majeure event ends.

6. Vehicles

As part of its Services and for the compensation set forth in this Agreement, Contractor agrees to coordinate the supply of such vehicles (the "Vehicles") as may be necessary to lawfully address the transportation requirements of the District. The District requires that all such Vehicles shall fully comply with all applicable laws and regulations. Contractor shall be solely responsible for the management and logistical support necessary to coordinate all Vehicles used in transporting students.

7. Student Damage to Vehicles

District shall be responsible for any damage to vehicle(s) caused by District student not to exceed Seven Hundred Fifty Dollars ($750) per incident. For any amounts above $750, District shall assist Contractor in seeking restitution from student's guardian(s). Contractor shall be required to furnish to the District documentation of the event (i.e. incident report, police report, etc.) within seventy-two (72) business hours of the incident.

8. Contractor Personnel and Subcontracted Service Providers

As part of its Services and for the compensation set forth in this Agreement, Contractor shall provide qualified and properly licensed personnel as required by laws and regulations and as deemed appropriate by Contractor to coordinate the Services. While Contractor may subcontract with service providers who will supply drivers ("subcontracted drivers") to provide

student transportation services for the District, Contractor shall at all times remain responsible for the coordination of the Services under this Agreement. Contractor expressly represents and warrants to the District that it will only utilize subcontracted drivers that have obtained the necessary training and are properly licensed to perform the Services.

9. Contractor Insurance

Contractor shall obtain and maintain in full force and effect during the term of this Agreement, General Liability $1,000,000 each occurrence, Automobile Liability $1,000,000 combined single limit per accident, Sexual Misconduct Liability $4,000,000 limit, Workers Compensation in statutory limits and Employer's Liability $1,000,000 limit issued by insurance companies authorized to do business in the state. The District shall be notified at least thirty (30) days prior to cancellation of any such policy or policies (except 10 days for non-payment of premium).

10. Background Checks

Because Contractor will be providing transportation services for school children, it is a requirement of Contractor's insurance that Contractor require and Contractor shall require each Contractor personnel or subcontracted driver in a position requiring contact with students to undergo a background check verifying no prior convictions for or pleas of nolo contendere to a felony or misdemeanor offense involving moral turpitude, including any sexual offense involving a child.

11. Drug and Alcohol Testing

Contractor only contracts with transportation service providers who enroll their drivers in a drug and alcohol testing consortium that provide for pre-employment testing, as well as random, reasonable suspicion and post-accident drug and alcohol testing. Each consortium reports to Contractor when a driver tests positive for a prohibited substance as well as when a driver is enrolled and removed from the consortium pool.

12. Marketing

Subject to applicable laws regarding privacy of student information, District grants Contractor the right to publish true and verifiable results of the Services for purposes of marketing material, case studies, responses to requests for proposals, or other promotional and informational material developed by Contractor. "True and verifiable results" include but are not limited to cost savings realized by District, the number of students transported, and the number of trips conducted. True and verifiable results do not include personal information about students or families. District consents to Contractor's use of District's name, logo and/or trademark for any marketing materials that Contractor may disseminate to the public in promotion of Contractor's Services, provided that such use of the District's name, logo and/or trademark is solely for purposes of identifying District as a user of Contractor's Services.

13. Assignment of Contractor's Rights

Except as it relates to the entering into subcontracts as referred to in this Agreement, Contractor shall have no right to assign its rights or obligations under this Agreement; provided,

however, Contractor shall have the right to assign this Agreement either to an affiliate of Contractor or as part of a transaction wherein it transfers substantially all of its assets.

14. Indemnification

Contractor hereby agrees to indemnify and hold the District, its Board Members, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the District and/or Contractor and/or any student(s), in connection with the gross negligence of Contractor or its subcontracted service provider or the subcontracted drivers pursuant to this Agreement.

District hereby agrees to indemnify and hold the Contractor, its directors, employees, agents, officers and assigns, free and harmless from and against all claims, causes of action, liabilities, damages, expenses and costs (including, but not limited to, attorney fees and court costs) arising out of any injury to any person or property sustained by the Contractor and/or District and/or any student(s), in connection with the gross negligence of the District pursuant to this Agreement.

15. Independent Contractor

In providing the management and logistical support necessary to coordinate the Services, Contractor shall be and act as an independent contractor in all respects and shall not, for any purpose hereunder, be or act as an employee or agent of the District. Nothing contained in this Agreement shall be deemed to create a partnership or joint venture between either of the parties to this Agreement with each other. Contractor understands and agrees that as an independent contractor, it will not be eligible to participate in any benefits or privileges given or extended by the District to its employees. Contractor shall be solely responsible for the payment when due to appropriate taxing authorities of all federal and state income taxes and related obligations of any nature whatsoever on any consideration paid pursuant to this Agreement, as well as any interest, penalties or other sums due thereon and shall indemnify, and hold the District, its Board Members, Officers, employees and agents free and harmless therefrom.

16. Non-Circumvention

District agrees that during the term of this Agreement and for a period of twelve (12) months following the termination of this Agreement, District will not directly or indirectly contract with any subcontracted service provider or driver who has performed, or who has sought to perform, any subcontracted services under this Agreement for, or on behalf of, any subcontracted service provider or Contractor.

17. Notices

All notices or other communication required or permitted hereunder shall be in writing, and shall be personally delivered (including by means of professional messenger service) or sent by registered or certified mail, postage prepaid, return receipt requested, or by facsimile or email transmission followed by delivery of a "hard" copy, and shall be deemed received upon the date of receipt thereof.

To District:	Burbank Unified School District
	Peter Knapik, Assistant Superintendent
	1900 W Olive Ave.
	Burbank, CA 91506
Phone:	818-729-4449
Email:	PeterKnapik@Burbankusd.org

To Contractor: Danielle Press, Chief Growth Officer
EverDriven Technologies, LLC.
5680 Greenwood Plaza Blvd., Suite 550S
Greenwood Village, CO 80111
Phone: 877-225-7750; Fax: 888-252-4342
Email: contracts@everdriven.com

Notice of change of address shall be given by written notice in the manner detailed in this paragraph.

18. Entire Agreement

This Agreement, and its Attachments which are incorporated herein by this reference, constitutes the entire Agreement between the parties with respect to the provision of the Service and may not be amended except by a writing signed by each of the parties.

19. Waivers

The waiver by either party of a breach or violation of any provisions of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of this Agreement.

20. Attorney Fees

In the event that either party brings an action against the other to enforce any condition or covenant of this Agreement, the prevailing party in such action shall be entitled to recover the court costs and reasonable attorney fees in the judgment rendered in such action.

21. Severability

In the event any of the provisions, or portions, or portions thereof, of this Agreement is held to be unenforceable or invalid, by any court of competent jurisdiction, the validity and enforceability of the remaining provision or portion of it shall not be affected.

22. Further Acts

Each party shall perform any further acts and sign and deliver any further documents that are reasonably necessary to carry out the provisions of this Agreement.

23. Counterparts

This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned

counterpart in portable document format (PDF) by e-mail, in either case with delivery confirmed. On such confirmed delivery, facsimile or PDF signatures shall be deemed to have the same force and effect as if the manually signed counterpart had been delivered to the other party in person.

DISTRICT

By: Dr. Peter Knapik

Title: Assistant Superintendent, Ed. Services

Signed: _____

Date: _____

CONTRACTOR

By: Danielle Press

Title: Chief Growth Officer

Signed: _____

Date: _____

ATTACHMENT 1 - Fees for Service

Trip Items	Fees
Trip Fee	$45.00
Per Mile Fee	$2.50
Additional Fees (as needed/requested):	
High-Capacity Vehicle	$25.00
Wheelchair Fee (per student)	$50.00
Car Seat/Safety Vest Fee (per student)	$5.15
Wait Time Fee (per 15 min.)	$15.00
Monitor Fee (per hour, 2-hour minimum)	$35.00
Ferry/Toll Fee	Market Fare
No Show or Late Cancel	Full Price of Trip

Definitions:

Trip: A trip is defined as a one-way transportation event with a student or monitor continually on board.

The total number of trips a District is charged for is arrived at by adding together each one-way trip. The District will only be charged for miles incurred while a student or Monitor is onboard the vehicle. When no student or Monitor is onboard the vehicle, no mileage charges will be incurred.

Additional Fees: Additional fees are only incurred per the request of the District to provide additional services. They can include, but are not limited to:

- **Wheelchair Fee:** A per student/per trip fee for students requiring a wheelchair vehicle
- **Car Seat/Safety Vest Fee:** A per student/per trip fee for students requiring a car seat/safety vest
- **Wait Time Fee:** Only incurred when authorized by the District to wait for a student. Billed on an hourly basis in 15 minute increments.
- **Monitor Fee** Only incurred when the District requests that the Contractor provide a student Monitor for the trip. School Districts usually provide the student's Monitor. When the District provides the Monitor, they are not charged a "Monitor Fee." The mileage incurred while a Monitor (whether provided by the Contractor or

the District) is onboard the vehicle without a student (transporting the Monitor to and from their pick-up location) is considered part of the overall route mileage and will be billed accordingly.

- **Ferry/Toll Fee:** Fee only incurred when the District requests that the Contractor provide a trip that would require the driver to use a ferry or toll. Fares will be calculated per one-way trip. Fares that are incurred will be considered part of the overall route mileage and will be billed accordingly.

1. **Mileage Charges**

Mileage charges are based on driving distance calculations from a third party provider (e.g. Google, MapQuest, Bing, ESRI). The calculations are based on fastest route, and the total is rounded up to the next whole mile. Contractor shall be responsible for plotting the routes collectively, and individually using Contractor's proprietary School Dispatch Software.

Under no circumstances will the District be required to pay for mileage to a pick up or destination other than those authorized by the District.

2. **Fuel Surcharges**

When the average gasoline price exceeds $5.00 per gallon, the mileage rate will be increased by calculating 50% of the price of gasoline that exceeds $5.00 and adding it to the base mileage rate. Thus, if the price of gasoline, according to the gasoline price index, is $5.20, the increase would be 50% of 20 cents, or 10 cents. The gasoline price index to be used shall be found under the category of "[Your Specific State or Region] U.S. Regular Gasoline Prices* (dollars per gallon)" on the following website: https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_nus_w.htm

3. **Invoicing**

The invoice shall contain this level of detail and additionally will separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. The Contractor requires 24-hour notice to remove a student from the route.

4. **When Routes Change or Students are Added or Removed**

When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time. Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 2 – The District agrees that the following policies shall be followed related to Student No-Shows and Late Canceled trips for trips serviced by the Contractor

No-Shows & Late Cancels

A No-Show occurs when no previous notice is provided to the Contractor by the District/guardian that a student will not be transported and a driver attempts to pick-up a student but the student is not there or is not ready. A Late Cancel occurs when less than 2-hour notice is provided to the Contractor by the District/guardian that a student will not need transportation.

Trips where a No-Show or Late Cancel occurs are billed at full trip charge.

Protocols for No-Shows:

If the driver attempts to pick-up a student on a scheduled trip in the AM but the student is not there or not ready, then the following scenarios apply:

a. If an AM rider No-Show occurs, the District will be billed for the AM trip and the afternoon trip will remain scheduled unless the Contractor is notified by the parent or the District to cancel the trip.
b. The District may set up a protocol to automatically cancel afternoon trips in the event of an AM Rider No-Show.
c. If the afternoon trip is cancelled within 2 hours of the scheduled pick-up time, the District will not be billed for the afternoon trip.

No-Show Reports

Each morning an email is sent from the Contractor's School Dispatch team to the District. This email is sent by 11 AM and alerts the District of the following circumstances:

- Which students were no-shows that morning
- How many consecutive days/trips they have been a no-show

The daily No-Show Report provides the District time to inform the Contractor's School Dispatch if one of the students on the No-Show Report is attending school that day and will still need a ride home in the PM.

The District is responsible for alerting the Contractor of any change requests based on the data provided in the No-Show Report, such as removing a student from a route due to multiple no-shows.

Student Removal / Student Cancellation:

Permanent Removal of Student from Route:

Permanent removal of a student from a route requires District notification/approval

- The District sends an email stating that a student needs to be removed from a route until further notice.

Impact:

Once the student is removed from the route, the student's spot is now gone and may be replaced with a different student, if available, to consolidate routes. If the student was the only one on that route, the route will be removed entirely and the driver then becomes available to service other routes.

Billing:

Will only be affected if:

- Trip is above the minimum and there is a reduction in the mileage as a result of removing the student.
- The student was the only one on the route, therefore the route is cancelled.

Cancellations/Temporary Removal:

Cancellation of a student from a route requires District notification/approval.

- A student is sick one day or will be going on vacation for a few days.

Impact:

Because this is a temporary change, the student is not replaced on the route and their space on the route is reserved for their return.

Billing:

If the student is a single rider and the student is cancelled or temporarily removed, no charges will be assessed. When cancelling or temporarily removing the pick-up/drop-off for a student who is part of a multiple rider trip, the District will be charged the normal trip rate.

ATTACHMENT 3 – Multi-District Billing: An Explanation

Should the District choose to share trips with a neighboring school district that is also under contract with EverDriven the shared trip will be prorated and billed according to the following explanation:

Proration of Trip Fees – EverDriven's Three Step Process

1. **Stand Alone District Trips:**

   Each districts' students are routed as stand-alone trips, district specific pricing is applied.

2. **Multi-District Trips**

   All of the students from the participating districts are combined into the most cost-effective trips, yielding new "Multi-District trips" and subsequent trip costs.

3. **Proration of Costs for Multi-District Trips**

   The total cost of the multi-district trips is then allocated to each district based upon the percentage of the districts stand-alone trip costs as compared to the multi-district trip costs.

4. **No Shows and Cancellations:**

   For the purpose of all Multi-District Trips, No Shows and Cancellations are applied to each District invoice as if the student had boarded the vehicle on schedule even if District notifies EverDriven with advanced notice of cancellation.

5. **Invoicing**

   The invoice shall separate the charges by route showing number of days and total cost. A No Show Report will also be provided with the invoice showing the students who were not transported each day of the billing period. In the event of a No Show, the trip will be billed at the normal rate. 24-hour notice is required to permanently remove a student from a route.

6. **When Routes Change or Students are Added or Removed**

   When it becomes necessary to change a route for any reason, including adding or removing students, Contractor shall plot the revised or new route using Contractor's School Dispatch Software as described above in the most efficient manner based on the information known to Contractor at that time.

   Routes will be optimized from time to time as deemed necessary by Contractor or requested by the District. Routes will not be optimized more than once in a month. If the District adds a Student to be transported, that Student may be individually transported until routes are optimized.

ATTACHMENT 4 – The District requires the following from all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District, subcontracted drivers shall:

- Pass criminal history record checks, administered by third-party vendor, at both the county and national levels, confirming 7 years of recent history free of convicted felony offenses.
- Pass an official Department of Justice Sexual Offender Registry Check.
- Utilize identification badges during trip service.
- Obtain and maintain appropriate licensure for the state of operation and class of vehicle used for transportation efforts.
- Comply with CA Penal Code Section 11105.3.

Consortium Consent Requirements are as follows:

- Contractor requires each subcontracted driver to enroll in a drug and alcohol consortium prior to servicing trips on behalf of Contractor.
- Contractor requires proof of entry into that consortium, with a consortium consent form, where the consortium and subcontracted driver both agree to provide Contractor with testing results and information for that subcontracted driver prior to servicing trips on behalf of Contractor.
- Contractor requires subcontracted drivers to provide proof of a negative pre-service drug and alcohol screening prior to servicing trips for Contractor, and will request proof of a post-accident/incident/reasonable suspicion drug and alcohol screening. The consortium will provide positive results from a random drug screening for subcontracted drivers, at which point Contractor will remove the subcontracted driver from servicing Contractor trips.

ATTACHMENT 5 – The District requires the following DRIVER TRAINING modules for all Subcontracted Driver(s) working with the Contractor.

As required by the District, prior to beginning services transporting students for the District:

Subcontracted drivers shall complete a CTAA-Certified Passenger Service and Safety (PASS) basic training program or equivalent. Subject areas include:

- Customer Service, Communication, Stress Management, and De-Escalation skills.
- Compliance with the Americans with Disabilities Act (ADA).
- Familiarity with Service Animals.
- Disability Awareness: Assisting the Visually Impaired; Hidden Disabilities; Stroke; Epilepsy and Seizure Disorders.
- Education pertaining to Bloodborne Pathogens (Hepatitis A, B, C; HIV, Dialysis).
- Securing Wheelchairs and acquaintance with common adaptive equipment, if the subcontracted driver services trips for EverDriven in a wheelchair accessible vehicle.
- Emergency and Evacuation Procedures.
- Driver/Passenger Sexual Improprieties.

ATTACHMENT 6 – The District requires the following from all Vehicle(s) providing service through the Contractor.

As required by the District, prior to beginning services transporting students for the District:

- Vehicles operated by subcontracted drivers will be maintained according to manufactured specifications with records, and/or inspection report(s) made available upon request. Contractor performs an annual 50+ point inspection of subcontractor vehicles to ensure the vehicle is SafeRide Certified.
- Vehicles operated by subcontracted drivers will be inspected annually by a certified 3rd party mechanic.
- Vehicles operated by subcontracted drivers will remain clean at all times during service.
- Vehicles operated by subcontracted drivers shall be marked with an EverDriven Window Decal
- Subcontractor vehicles must be appropriately registered in the state of operation and maintain active Personal Automobile Liability Insurance.

District Name: Burbank Unified School District

To whom should contract notices be sent?

Name & Title: Sandra Shearer, Administrative Secretary II

Address: Special Education 1900 W. Olive Ave., 3rd Floor

City: Burbank State: CA Zip: 91506

Email: SandraShearer@Burbankusd.org

Who should our accounting personnel contact regarding accounts payable matters?

Name & Title: Sandra Shearer, Administrative Secretary II

Email: SandraShearer@Burbankusd.org Phone: 818-729-4524

Who should our dispatchers contact regarding routine transportation matters?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should our dispatchers contact regarding emergencies, accidents or student behavior?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should our dispatchers contact regarding *after-hours* emergencies or accidents?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org Phone: 818-729-4515

Who should we email the No-Show Report to each morning?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org

Who should we email with EverDriven Technology Notices/Updates?

Name & Title: Amy Nguyen, Special Education Technician

Email: AmyNguyen@Burbankusd.org

DATA PROTECTION ADDENDUM

This Data Protection Addendum ("Addendum") is by and between EverDriven Technologies, LLC ("Contractor") and Burbank Unified School District ("District"), including their directors, employees, and authorized agents and volunteers (each of Contractor and District a "Party," and together, the "Parties"), and applies to all Services provided by Contractor to District, whether by contract, service order, invoice, or other form of agreement ("Contract"). The Addendum and the Contract are collectively referred to hereinafter as "Agreement." This Addendum supersedes the Contract by adding to, deleting from, and modifying the Contract as set forth herein. To the extent any such addition, deletion, or modification results in any conflict or inconsistency between the Contract and this Addendum, this Addendum shall govern, and the terms of the Contract that conflict with this Addendum or are inconsistent with this Addendum shall be of no force or effect. In consideration of the mutual covenants, promises, understandings, releases and payments described in the Contract and this Addendum, the Parties agree to amend the Contract by adding the following language:

1. Definitions

1.1 "*Applicable Laws*" means all applicable laws, ordinances, rules, regulations, and orders of all governmental agencies or authorities having jurisdiction over the Services including but not limited to: Children's Online Privacy and Protection Act of 1998, 5 U.S.C. 6501 to 6505 ("COPPA"); FERPA; Protection of Pupil Rights Amendment, 20 U.S.C. 1232h, 34 C.F.R. Part 98; the California Consumer Privacy Act, as amended by the California Privacy Rights Act, Cal. Civ. Code §§ 1798.100–1798.199.100 ("CCPA/CPRA"); and the Americans with Disabilities Act.

1.2 "*Designated Representative*" means the District or Contractor employees as specified on Schedule 1 to whom all notices required in this Addendum will be sent.

1.3 "*District Data*" means any Personally Identifiable Information, Personal Information, Record, or Education Record that is not intentionally made generally available by the District on public websites or publications, is made available directly or indirectly by the District to Contractor or is otherwise collected or generated by Contractor in connection with the performance of the Services, and does not include Contractor's Proprietary Business Information.

1.4 "*Data Subject*" means the identified or identifiable person to whom Personal Information relates.

1.5 "*De-identified Data*" means information that cannot reasonably be used to infer information about, or otherwise be linked to, a particular Data Subject.

1.6 "*Education Records*" means records, files, documents and other materials that: (a) contain information directly related to a student; and (b) are maintained by the District, or by a party acting for the District such as Contractor.

1.7 "*End User*" means individuals authorized by the District to access and use the Services provided by the Contractor under the Contract.

1.8 "*Personal Information*" means (a) information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household; and (b) any information defined as "personal data," "personal information," or other similar terms under Applicable Laws.

1.9 "*Personally Identifiable Information*" or "*PII*" means information and metadata that, alone or in combination, is linked or linkable to a specific student so as to allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personally identifiable information includes but is not limited to: (a) the student's name; (b) the name of the student's parent or other family members; (c) the address or phone number of the student or student's family; (d) personal identifiers such as the student's state-assigned student identifier, social security number, student number or biometric record; (e) indirect identifiers such as the student's date of birth, place of birth, or mother's maiden name; and (f) demographic attributes, such as race, socioeconomic information, and gender. To the extent it is not already included in the definition hereinabove, PII also includes personally identifiable information contained in student "education records" as that term is defined in the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.

1.10 "*Processing*" means any operation or set of operations that is performed upon Personal Information, including PII, whether or not by automatic means, such as access, collection, recording, organization, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, return, or destruction. The terms "Process," "Processes," and "Processed" will be construed accordingly.

1.11 "*Processor*" means any person or entity which Processes District Data, including as applicable any "service provider" or "contractor" as those terms are defined by applicable Data Protection Laws.

1.12 "*Proprietary Business Information*" means any information (whether now existing or hereafter created or acquired) developed, created, or discovered by the Contractor, or which became known by, or was conveyed to, the Contractor by any party, which has commercial value in the Contractor's business. Proprietary Business Information shall include, but not be limited to, domain names, trade secrets, copyrights, ideas, techniques, know-how, inventions (whether patentable or not), studies, strategies, financial affairs, organizational matters, budgets, business plans, and/or any other information of any type relating to designs, configurations, toolings, documentation, recorded data, schematics, circuits, mask works, layouts, source code, object code, master works, master databases, algorithms, flow charts, formulae, works of authorship, mechanisms, research, manufacture, improvements, assembly, installation, intellectual property including patents and patent applications, and the information concerning Contractor's actual or anticipated business, research, or development, or which is received in confidence by or for Contractor from any person.

1.13 "*Record*" means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

1.14 "*Security Breach*" means the accidental, unauthorized, or unlawful destruction, loss, alteration, disclosure of, or access to, District Data transmitted, stored, or otherwise Processed by Contractor or any Subcontractor.

1.15 "*Services*" means any goods or services acquired by the District from Contractor, including school transportation services, computer software, mobile applications (apps), and web-based tools accessed by End Users through the Internet or installed or run on a computer or electronic device.

1.16 "*Subcontractor*" means Contractor's subcontractors or agents, identified on Schedule 2, as updated by Contractor from time to time in accordance with the requirements of this Addendum, who Contractor has engaged to enable Contractor to perform its obligations under the Contract.

2. Rights and License in and to District Data

District owns all rights, title, and interest in and to District Data and any and all now known or hereafter existing intellectual property rights associated therewith. The District hereby grants to Contractor a limited, nonexclusive license to use District Data solely for the purpose of performing its obligations specified in the Contract or as otherwise permitted by the Agreement. Contractor shall have no rights, title, or interest, implied or otherwise, to District Data, except as expressly stated in the Agreement.

3. Data Privacy

3.1 Use of District Data. Contractor shall use District Data only for the limited and specified purpose of performing the Services and fulfilling its duties under the Contract and Applicable Law.

3.2 Prohibited Uses of District Data. With the exception of De-identified Data, Contractor shall not:

3.2.1 Use, sell, rent, transfer, distribute, alter or disclose District Data to any third party without the prior written consent of the District, except as required by law. This prohibition shall not apply to the purchase, merger, or other type of acquisition of Contractor so long as the successor entity continues to be subject to the provisions of this Addendum with respect to any applicable District Data;

3.2.2 retain, use, or disclose District Data for any purpose other than to perform its obligations under the Agreement, which for the avoidance of doubt prohibits Contractor from retaining, using, or disclosing District Data outside of the direct business relationship with the District or as set forth in this Agreement, unless such use is specifically authorized by this Agreement or otherwise authorized in writing by the District;

3.2.3 combine District Data with Personal Information Contractor receives from or on behalf of another person or entity or collects from its own interactions with a Data Subject, except to perform a business purpose as defined in regulations adopted pursuant to Cal. Civ. Code § 1798.185(a)(10); or

3.2.4 "sell" or "share" (as those terms are defined by the CCPA/CPRA) District Data.

3.3 Processing Restrictions. Contractor acknowledges and agrees that, with regard to the Processing of District Data, Contractor is acting as a Processor. Contractor further certifies that Contractor (a) understands the obligations and restrictions imposed on it by Applicable Laws in its role as a Processor; (b) will comply with all such obligations, including providing the same level of privacy protection as required by Applicable Laws; and (c) will notify the District immediately if Contractor determines it can no longer meet its obligations under Applicable Laws or this Addendum. The District reserves the right to take reasonable and appropriate steps to help ensure that Contractor Processes District Data in a manner consistent with the District's obligations under Applicable Laws, including without limitation, the right upon notice to stop and remediate any unauthorized Processing of District Data.

3.4 Qualified FERPA Exception. If Contractor will have access to Education Records, Contractor acknowledges that, for the purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations, 34 C.F.R. Part 99 ("FERPA"), it will be designated as a "school official" with "legitimate educational interests" in the Education Records and PII disclosed pursuant to the Contract, and Contractor agrees to abide by the FERPA limitations and requirements imposed on school officials. Contractor will use the Education Records only for the purpose of fulfilling its duties under the Contract for District's and its End Users' benefit, and shall not share District Data with or disclose it to any third party except as provided for in the

Agreement, as required by law, or if authorized in writing by the District. Contractor warrants and represents that during the five-year period preceding the Effective Date of this Agreement, it has not been found in violation of FERPA by the Family Policy Compliance Office.

3.5 Subcontractor Use of District Data. To the extent necessary to perform its obligations specified in the Contract, Contractor may disclose District Data to Subcontractors pursuant to a written agreement that, in addition to imposing obligations that are at least as restrictive as those imposed on Contractor under this Addendum, specifies the purpose of the disclosure and provides that: (a) Subcontractor shall not disclose District Data, in whole or in part, to any other party (unless required by law); (b) Subcontractor shall not use any District Data to advertise or market to students or their parents/guardians; (c) Subcontractor shall access, view, collect, generate, and use District Data only to the extent necessary to assist Contractor in performing its obligations specified in the Contract; (d) at the conclusion of its/their work under its/their subcontract(s), Subcontractor shall, as directed by the District through Contractor, return such District Data to the District, at the election of the District; and (e) Subcontractor shall utilize appropriate administrative, physical, and technical safeguards in accordance with industry standards to secure District Data from unauthorized disclosure, access, and use. Contractor shall ensure that its employees and Subcontractors who have potential access to District Data have undergone appropriate background screening and possess the needed qualifications to comply with the terms of this Addendum. Contractor shall also ensure that its Subcontractors comply with the insurance requirements specified in Section 12 of this Addendum. Contractor shall not engage any new Subcontractors, or otherwise make any changes to previously approved Subcontractors, without notifying the District. Contractor shall also remain fully liable to the District for the acts or omissions of its Subcontractors, in accordance with the terms set forth in Section 10 of this Addendum.

3.6 Restrictions on Re-identification of De-identified Data. If Contractor receives De-identified Data from the District, or creates De-identified Data at the District's instruction, Contractor will (a) take reasonable measures to ensure the De-identified Data cannot be associated with a Data Subject or household, (b) publicly commit to maintain and use the De-identified Data in de-identified form, and (c) not attempt to re-identify the Deidentified Data except for the sole purpose of determining whether the Contractor's de-identification processes satisfy the requirements of Applicable Laws.

4. Data Security

Contractor shall store and Process District Data in accordance with a comprehensive security program, including implementing appropriate administrative, physical, and technical safeguards that are reasonably designed to secure such data from unauthorized access, destruction, disclosure, alteration, and use.

5. Security Breach

5.1 Response. In the event of a Security Breach impacting District Data, Contractor shall notify the District Designated Representative of the Security Breach immediately, and in no event later than 72 hours after, identifying the Security Breach. Contractor shall cooperate with the District in its investigation of the Security Breach, including sharing information relevant to the Security Breach.

5.2 Effect of Security Breach. Upon the occurrence of a Security Breach, the District may terminate this Agreement in accordance with District policies if such Security Breach cannot be remediated within 60 days. The District may require Contractor to suspend all Services, pending the investigation and successful resolution of any Security Breach.

6. Response to Legal Orders, Demands, or Requests for Data

6.1 Received by Contractor. Except as otherwise expressly prohibited by law, Contractor shall within five (5) business days, notify the District of any subpoenas, warrants, other legal orders, or demands or requests received by Contractor seeking District Data; consult with the District regarding its response; cooperate with the District's reasonable requests in connection with efforts by the District to intervene and quash or modify the legal order, demand, or request; and, upon the District's request, provide the District with a copy of its response.

6.2 Received by District. If the District receives a subpoena, warrant, or other legal order, demand, or request seeking District Data maintained by Contractor, the District will notify Contractor within five (5) business days, and Contractor shall supply the District with copies of the District Data for the District to respond.

6.3 Data Subject Request. If a student, a student's parent, a student's legal guardian, or another authorized representative contacts the District with a request to access or correct District Data, including PII and Personal Information, pursuant to FERPA or any other Applicable Law, the District will promptly notify Contractor's Designated Representative, and Contractor shall use reasonable and good faith efforts to assist the District in fulfilling such requests, as directed by the District, within ten (10) business days after receipt of District's notice. Conversely, if a student, a student's parent, a student's legal guardian, or another authorized representative contacts Contractor with a request to access or correct District Data, including PII and Personal Information, within ten (10) business days after receipt of such notice, Contractor shall promptly notify the District and shall use reasonable and good faith efforts to assist the District in fulfilling such requests, as directed by the District.

6.4 Access to District Data. The District shall have the right to access and retrieve any or all District Data stored by or in possession of Contractor upon written notice to Contractor's Designated Representative. If another timeline for response is provided herein, then that, more specific, deadline shall control. Otherwise, Contractor shall make the District Data available to the District within thirty (30) calendar days from the date of request.

7. Compliance with Applicable Law and Audits

7.1 Compliance. Contractor warrants that it will abide by all Applicable Laws.

7.2 Assistance. Upon the District's request, Contractor will provide such assistance as the District reasonably requires in ensuring compliance with the District's obligations under Applicable Laws.

7.3 Information Demonstrating Compliance. In addition to any audit rights the District may have under the Contract, Contractor will make available to the District all information necessary to demonstrate Contractor's compliance with this Addendum, as well as any Applicable Laws, and will allow for and contribute to audits, including inspections, by the District, or a third-party auditor mandated by the District, in order to assess Contractor's compliance. Contractor will fully cooperate with such audits or assessments by providing reasonable access to knowledgeable personnel; physical premises; and any relevant records, documentation, processes, and systems in order that the District may satisfy itself of Contractor's compliance with this Addendum.

8. Termination

8.1 Term. This Addendum incorporates by reference the term of the Contract as if fully set forth herein.

8.2 Termination by the District.

8.2.1 The District may immediately terminate the Contract in accordance with District policies if, at any time, the Contractor materially breaches any of the requirements of this Addendum.

8.2.2 The District may terminate the Contract if the District receives substantiated information that Contractor has failed to materially comply with the same or substantially similar security obligations as set forth herein with another school district.

9. Data Transfer Upon Termination or Expiration

9.1 Return of District Data. With the exception of De-identified Data, or District Data for which Contractor has specifically obtained consent from the student, the student's parent, or the student's legal guardian to keep, within sixty (60) calendar days after termination or expiration of this Agreement and upon request by the District, Contractor shall ensure that all District Data that Contractor collected pursuant to the Contract ("Contract Data") is securely returned as directed by the District. Contractor shall securely return all District Data and/or Contract Data to the authorized person specified by the District, using the methods requested by the District, in its discretion. When District Data has been comingled with Contractor's Proprietary Business Information, Contractor shall, to the extent possible, make reasonable efforts to separate District Data from its Proprietary Business Information so as to return only the District Data, but shall not be required to return any Proprietary Business Information. To the extent that they may not be separated, Contractor shall continue to protect such District Data under the terms and provisions of this Addendum.

9.2 Transfer of District Data. If the District elects to have all District Data or Contract Data that is in Contractor's possession or in the possession of Contractor's Subcontractors transferred to a third party designated by the District, such transfer shall occur within a reasonable period of time but no later than thirty (30) calendar days after expiration or termination of this Agreement, and without significant interruption in service or access to such District Data. The District will pay all costs associated with such transfer. Contractor shall not be required to transfer any Proprietary Business Information.

10. Indemnification

Contractor shall indemnify and hold harmless the District and its directors, employees, board members, and agents from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, award, penalties, fines, costs or expenses, including attorneys' fees, the costs of enforcing any right to indemnification hereunder, and the cost of pursuing any insurance providers, arising out of or resulting from any third-party claim against the District or its directors, employees, board members, and agents arising out of or resulting from Contractor's failure to comply with any of its obligations under Sections 3, 4, 5, and 9 of this Addendum. These indemnification duties shall survive termination or expiration of this Agreement.

11. Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAWS, IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY INCIDENTAL, INDIRECT, CONSEQUENTIAL, OR PUNITIVE DAMAGES IN CONNECTION WITH DAMAGES UNDER THIS AGREEMENT. EXCEPT FOR CLAIMS ARISING OUT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, IN NO EVENT WILL THE TOTAL COLLECTIVE LIABILITY OF CONTRACTOR UNDER THIS AGREEMENT EXCEED THE TOTAL ANNUAL FEES PAID BY CONTRACTOR IN THE 12 MONTHS PRECEDING THE DATE ON WHICH THE CLAIM AROSE.

12. Insurance

Contractor shall purchase and maintain during the term of this Agreement Technology Errors and Omissions/Professional Liability Insurance, including Network Security and Privacy Liability Insurance. Such policy shall cover professional misconduct or lack of ordinary skill in providing services, systems, and/or products as defined in the scope of Services of this Agreement, and shall have a minimum coverage of USD $1,000,000, Combined Single Limit.

13. Miscellaneous

13.1 Survival. The Contractor's obligations under Sections 3, 4, 5, 6, 9, 10 and 11 and any other obligations or restrictions that expressly or by their nature are to continue after termination, shall survive termination of this Agreement for any reason until all District Data has been returned.

13.2 Governing Law. This Addendum shall be governed and construed in accordance with the laws of Delaware, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in a federal court located in Delaware.

13.3 No Third-Party Beneficiaries. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than District.

13.4 Schedules. The following schedule is attached hereto, or shall be attached hereto, and is specifically made a part hereof by this reference:

Schedule 1 -- Designated Representatives

13.5 Counterparts. This Addendum may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Addendum as of the date last executed below.

Burbank Unified School District	EverDriven Technologies, LLC
By: _____	By: _____ Signature of Authorized Officer
Its: Dr. Peter Knapik, Assistant Superintendent	Its: _____ Printed Name & Title of Authorized Officer
Date: _____	Date: _____

SCHEDULE 1

District/Contractor Designated Representative

DISTRICT REPRESENTATIVE	CONTRACTOR REPRESENTATIVE
Name: Dr. Peter Knapik	**Name:** Keith Tate
Title: Assistant Superintendent, Educational Services	**Title:** Director, Data Engineering
Address: 1900 W. Olive Avenue Burbank, CA 91505	**Address:** 5680 Greenwood Plaza Blvd., Suite 550S Greenwood Village, CO 80111 - 2414
Phone: 818-729-4449	**Phone:** 877-225-7750
E-mail: PeterKnapik@Burbankusd.org	**E-mail:** ktate@everdriven.com

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 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:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the instructional consultant services for on-site student learning support and staff development and exercise authority to sign the agreements pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 21, 2026

Site	Name	Purpose	Dates	Cost	Appropriation Number
Burbank Adult School	Carlos Rodriguez	To provide additional targeted support services to strengthen compliance and performance outcomes for California Adult Education Program.	6/1/26-6/30/26	Not to exceed $1500.00	25% = 11.0-63910.0-41101-27000-5810-5330000 50% = 11.0-63910.0-41102-27000-5810-5330000 25% = 11.0-63910.0-41106-27000-5810-5330000

BURBANK UNIFIED SCHOOL DISTRICT
1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21 day of May, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Carlos Rodriguez hereinafter referred to as "Consultant."

Carlos Rodriguez [redacted] 323-447-5354
Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]
City State Zip

Sponsoring Administrator: Juan Noguera, Director Burbank Adult School
Print Name Title Location

Date Submitted to Board: 05/21/2026 Funding Source (Resource): CAEP funds

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 $ 150.00 per hour ■ / per day ☐ / per session ☐ for a total not to exceed $ 1,500.00, including benefits.
2. The term of the Agreement shall be the period commencing on 06/01/2026 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 following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Administrator	Consultant
Title	[redacted]
Board Approval Date	

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

CAEP and WIOA Title II – Additional Program Support

1. Program / Project Purpose

The purpose of this Statement of Work is to provide **additional targeted support services** to strengthen compliance, performance outcomes, and program quality for California Adult Education Program (CAEP) agencies funded under the Workforce Innovation and Opportunity Act (WIOA) Title II. This support is intended to address identified program needs, ensure alignment with federal and state requirements, and enhance the agency's capacity to meet accountability and continuous improvement expectations.

2. Basis for Request

The request for additional support is based on one or more of the following programmatic needs:

- Increased WIOA Title II accountability and reporting requirements
- Identified gaps in data integrity, documentation, or performance outcomes
- Preparation for CDE WIOA Title II Reauthorization
- Expansion of WIOA priorities such as EL Civics, Integrated Education and Training (IET)
- Growth in enrollment

This additional support will supplement existing program resources and is not intended to supplant core instructional or administrative responsibilities.

3. Background, Scope, and Objectives

3.1 Background

California adult education agencies receiving CAEP and WIOA Title II funds are required to demonstrate effective instruction, measurable student outcomes, accurate data reporting, and alignment with career pathways and workforce systems. Programs must also comply with guidance issued by the California Department of Education (CDE), the CAEP Office, and federal WIOA regulations.

3.2 Scope of Work

The Contractor shall provide additional CAEP and WIOA Title II support, which may include but is not limited to the following:

- Programmatic and instructional technical assistance for ABE, ASE, ESL, EL Civics, and IET programs
- Assistance with WIOA Title II compliance, documentation, and evidence collection
- Data review, validation, and reporting support using **TOPSpro® Enterprise**
- Professional development for teachers and instructional staff

3.3 Objectives

The objectives of this project are to:

- Improve data accuracy, documentation, and reporting quality
- Strengthen compliance with CAEP and WIOA Title II requirements
- Increase staff capacity and consistency in program implementation
- Support improved student outcomes and measurable skill gains

4. Deliverables and Milestones

4.1 Deliverables

Deliverables may include, but are not limited to:

- Data monitoring
- Compliance checklists and monitoring preparation tools
- Employment and postsecondary follow-up

4.2 Milestones

Key milestones will be established collaboratively and may include:

- Initial needs assessment and work plan development
- Quarterly program progress review
- CAEP and WIOA II end of year deliverable monitoring

5. Invoice Approver

Juan Noguera, Director, Adult Education

6. Timeline

June 1, 2026 to June 30, 2026

7. Payment Terms:

The consultant will be paid $150.00 per hour for a total of 10 hours during the time of the duration of the project, not to exceed $1,500.00.

CARLOS RODRIGUEZ

crodriguez@casas.org (858) 292-2900 Los Angeles, CA

PROFILE

As a forward-thinking leader, I have led significant growth in educational institutions by enhancing inclusivity, access, transparency, accountability, and student engagement. This progress attests to my abilities in strategic planning, leadership, and organizational, which have opened new avenues for aligning educational services with labor market needs and supporting adult learners achieve life changing benchmarks.

As a Program and Technology Specialist, I assist with software development strategies, marketing, implementation, training workshops, and high-level technical assistance across various projects. I was also a subject matter expert on the team transitioning our aging 30-year-old student information system to a modern infrastructure, significantly improving operational efficiency and educational quality. My background in computer systems, advanced programming skills, and data science analysis has served as a prime trait to be the Data Manager for the nation's second-largest school district, handling the Workforce Innovation and Opportunity Act (WIOA) – Federal Grant -- and California Adult Education Program (CAEP) – State Funding -- data for over 75,000 students. I lead, train, and support a team of highly effective and qualified individuals to adhere to federal and state requirements. Additionally, I lead a skunkworks team where it is involved in maintaining and cleaning data for submission to the state. I am instrumental in developing funding formulas and strategic trends, contributing significantly to legislative advocacy and resource allocation.

My comprehensive approach ensures that our initiatives not only exceed strategic goals but also make a lasting impact on California's educational policies and community relationships. Through my leadership, we are dedicated to empowering the next generation with a solid educational foundation.

EDUCATION

- Master of Information Technology
  - Azusa Pacific University, Azusa, CA
- Bachelor of Science: Inf. Technology
  - Azusa Pacific University, Azusa, CA

CORE DEVELOPMENT

- SQL
- Python
- Typescript

PROFESSIONAL ASSOCIATIONS

- California Council for Adult Education
- California Program Enhancement Team

COMMITTEES

- California Council for Adult Education
- LARAEC CTE Subject Matter Experts Workgroup

WORK EXPERIENCE

CASAS / Comprehensive Adult Student Assessment Systems, San Diego, CA — 2025–Present
PROGRAM AND TECHNOLOGY SPECIALIST

- **Lead IT Project Coordination:** Manage and coordinate IT projects, ensuring strict adherence to timelines, budgets, and scopes. Evaluate and implement innovative technological research, strategies, policies, and procedures to enhance efficiency and effectiveness.
- **Manage High-Level Technical Support:** Oversee the CASAS Technical Support team, delivering expert-level technical assistance and providing guidance on complex issues to ensure optimal performance and customer satisfaction.
- **Develop and Deliver Training Nationwide:** Lead the creation and delivery of training materials and workshops for national audiences, including California WIOA Title II-funded and CAEP agencies. Conduct online webinars, in-person training workshops, and conference sessions to ensure widespread adoption and effective use of CASAS tools and systems.
- **Engage in Regional and National Outreach:** Actively participate in regional network planning meetings to address specific local needs. Contribute to CASAS Summer Institute by hosting technology training workshops and panel discussions, strengthening program knowledge and adoption.
- **Support Marketing and Sales Initiatives:** Collaborate with the CASAS marketing team to drive national sales efforts and successfully implement CASAS software with new and existing customers across the country, ensuring smooth integration and user satisfaction.

CARLOS RODRIGUEZ

crodriguez@casas.org (858) 292-2900 Los Angeles, CA

LAUSD / Division of Adult and Career Ed., LA, CA **2012–2024**
PROGRAM PERFORMACE ADVISOR

- **Systems Innovation Architect: Leverage** advanced data science techniques and platforms like SQL, Python, and Typescript on Docker compartmentalization -- to drive transformative changes in information systems. My role encompasses designing and implementing innovative solutions that enhance data processing, analysis, and system functionality. Through meticulous data architecture and automation, I streamline workflows, optimize data integrity, and facilitate insightful analytics, enabling data-driven decision-making that propels organizational success and modernization.
- **Modernization Strategist:** Subject matter expert in the group leading the transition to a modern student information system. 30 years' worth of data was transitioned to a web platform system. Lead discovery process with stakeholders. Streamline school processes and data reports.
- **Analytical Strategist:** Leveraged advanced school and student analytics by creating custom made software programs to leverage data systems and create strategies that elevate student performance and streamline program effectiveness, driving strategic curricular and resource optimizations.
- **Technology Integration Leader:** Led the implementation of built-in processes in data collection and management systems across educational departments with emphasis on student experience.
- **Performance Evaluation Strategist:** Implement comprehensive evaluation processes, providing insights and support to optimize faculty and staff evaluators and performance in alignment with District's performance objectives, strategic goals, and key performance indicators.
- **Team Development Leader:** Cultivate staff retention and growth through comprehensive career coaching and development opportunities.
- **Compliance and Inclusion Leader:** Ensured adherence to state and federal requirements, advocating for an inclusive educational environment, demonstrating deep knowledge in regulatory compliance. My leadership extended to orchestrating collaborations with external entities such as California Department of Education, CASAS, Consortia, and schools, underscoring the dedication to creating a holistic support network.
- **Talent Acquisition Specialist:** Excel in recruiting and integrating a top-tier, diverse data collection team, contributing to various educational programs.
- **Community Transformation Leader:** Transform and nurture relationships with stakeholders and school leadership ensuring initiatives align with strategic goals and objectives, fostering a stronger, more cohesive educated community.
- **Strategic Educational Leader:** Lead the strategic vision and direction of a large-scale educational operation, effectively managing the data collection of over 75,000 students (2023-24), and a diverse team of 1,000 faculty and staff.
- **Financial Operations Steward:** Manage financial allocation to schools based on operations and performance with a focus on advanced formulaic modeling and budgeting, ensuring effective fiscal management and forecasting.
- **Strategic Goal Champion:** Ensure that services and funding effectively support and exceed the strategic educational goals, thereby enhancing the quality and reach of the educational programs.
- **Legislative Advocacy Proponent:** Advocated for impactful legislation as a key leader, securing advancements in adult education policy, funding, and access across California through strategic alliances and persuasive lobbying efforts.

HARD SKILLS

- Stakeholder Relations
- Community Collaboration
- Project Management
- Strategic Planning & Execution
- Team Leadership & Development

SOFT SKILLS

- Collaboration
- Critical decision-making
- Communication

LANGUAGE FLUENCY

- Spanish

CERTIFICATIONS

- COMPTIA A+
- IC3

CARLOS RODRIGUEZ

crodriguez@casas.org (858) 292-2900 Los Angeles, CA

California Council for Adult Education, CA **7/2021 – 6/2023**
LEGISLATIVE CHAIR

- **Legal Advisory Coordinator:** Act as the intermediary between the board and the association's attorney, ensuring legal compliance and strategic coherence in decisions.
- **Agenda Development Officer:** Collaborate with staff in the meticulous preparation of agendas, prioritizing strategic focus and actionable outcomes in meetings.
- **Mission-Centric Strategist:** Align strategic leadership with the organization's mission, vision, and strategic plans, ensuring all initiatives reflect core values and long-term objectives.

California Council for Adult Education, Los Angeles Metropolitan Section, Los Angeles, CA7/2014 – 6/2015
PRESIDENT

- Strategic leadership aligned to organization's mission and vision.
- Represent Los Angeles Metropolitan Section at state board meetings.
- Organizing and promoting CCAE Metropolitan Section around the state
- Presiding over local board and membership meetings
- Exercising parliamentary procedure-grounded meeting management
- Coordinating with staff in agenda preparation

Belmont Community Adult School, Los Angeles, CA **2006 – 6/2011**
WIA Advisor

- Instructional Leader of 44,000 students and 110 faculty and staff
- Maintain compliance with Federal Grant requirements.
- Management of student data
- Inservice faculty and staff
- Observe, evaluate, and provide administrators, faculty and staff with guidance and assistance.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:
The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant company/organization must complete the required paperwork for the district to ensure that district students receive the services they require. The Board of Education must approve all consultant requests before services are rendered.

Discussion and Issues:
Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives confirmation of Board approval from Instructional Services. Due to delays beyond their control, Special Education was unable to submit the consultant agreement before the deadline. Therefore, the agreement below is being presented as ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:
See attached.

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: May 21, 2026

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary	No Holden Back	To provide inspiration to students to stay focused in school, live free of negative influences and motivated to follow their dreams through fun tricks and flips. Go Bix BMX for School Assembly	5/19/26	$2594.00	010-90820.0-11100-10000-5810-2030000

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 March, 2026 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

No Holden Back LLC [redacted]

Payee's Name (Person or Company) Social Security or Federal I.D. # Phone Number

Mailing Address: [redacted]

City State Zip

Sponsoring Administrator: Jennifer Almer, Principal, Emerson

Print Name Title Location

Date Submitted to Board: 5/21/26 Funding Source (Resource): 010-90820-0-11100-10000-4316-203-0000

STRS/PERS Member: Yes No

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provide the DOJ & FBI clearance form to complete as required by AB346. The consultant will be responsible for associated costs of fingerprinting. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced, and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THEREFORE, the parties mutually agree as follows

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,297.00 per hour ☐ / per day ☐ / per session ☒ for a total not to exceed $ 2,594.00, including benefits.
2. The term of the Agreement shall be the period commencing on 5/19/26 and terminating on 5/19/26.
   a. Contracts shall not cross fiscal years.
3. Consultant will provide the services as listed in the Scope of Work following this agreement.
4. The Consultant shall submit invoicing on a monthly basis, or at the conclusion of this contract agreement to the BUSD Consultant Portal. The approving administrator of the time spent in providing the services and preparing the products required by this Agreement is a required component of the Consultant Portal Form. Consultant will be paid on a monthly basis or at the conclusion of this contract as in the agreement.
5. It is expressly understood and agreed to by both parties that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District.

6. Consultant agrees to maintain insurance coverage sufficient to support its obligations under this Agreement, with minimum limits of liability not less than $1,000,000. Additional insurance coverage for Workers' Compensation and/or Automobile Liability may be required.
7. Consultant agrees to hold harmless, defend, and indemnify the District, its Governing Board, administrators, directors, employees, agents, affiliates, successors, and assigns from and against any and all losses, damages, liabilities, claims, actions, judgments, court costs, and legal or other expenses (including, without limitation, reasonable legal fees) (collectively, "Claims") that the District may suffer or incur as a result of or arising directly or indirectly as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all federal, state, and local taxes and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees, if requested by the District, to furnish a conditional waiver and release together with invoices, and an unconditional waiver and release within 10 days of receipt of payment of such invoices.
11. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

	No Holden Back, LLC | David W. Holden
Administrator	[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:

Go Big BMX for School Assembly

Basis for Request:

To provide a fun and exciting assembly for our students

Background/Scope/Objectives:

Inspiring students to stay focused in school, live free of negative influences, and motivated to follow their dreams and inspire peers to do the same through fun tricks and flips.

Deliverables/Milestones:

Lessons on safety and perseverance through engaging show.

Invoice Approver:

JENNIFER ALMER, PRINCIPAL

Timeline:

5/19/26

Payment Terms:

ONE FINAL PAYMENT

Burbank Unified School District
Instructional Services

Budget Pre-Approval

Signed by_____Ext._____

CONSULTANT REQUEST FOR BOARD APPROVAL

Please send the following Consultants to the Board for approval. Board Meeting on May 6, 2026

Site	Consultant(s)*	Service	Date(s)	Cost	Appropriation No. and Program Name
EMERSON	NO HOLDING BACK LLC	BMX ASSEMBLY	5/19/26	$ $2,594.00	101-90820-0-11100-10000-5810-203-0000

*If the consultant is being paid through a company or organization, this needs to be indicated in the "consultant's box" for proper payment.

Consultant's Qualifications: GO BIG BMX HAS BEEN SEEN IN THOUSANDS OF SCHOOLS FROM HAWAII TO NEW YORK. THEY CHOOSE ATHLETES WHO TRULY CARE AND EXHIBIT POSITIVE ROLE-MODEL TRAITS THAT SETS THEM APART.

Purpose: TO FULLY ENGAGE STUDENTS WITH A LIVE DEMO. ATHELETES WILL SHARE MEANINGFUL AND PERSONAL MESSAGES ABOUT SUCCESS IN LIFE, ANTI-BULLYING, RESPECTING OTHERS. LIVING YOUR DREAMS, BEING MOTIVATED AND MORE.

Authorized Signature	Location	Date
	EMERSON	5/1/26

ATTACH A COPY OF THE CONSULTANT'S RESUME OR FACT SHEET (one page only) AND RETURN COMPLETED FORM TO JENNY JONES IN INSTRUCTIONAL SERVICES

We inspire students to:

- live free of negative influences
- stay focused in school
- be motivated
- inspire their peers
- & follow their dreams

Schools struggle to keep students engaged and motivated during assemblies. Forward BMX Show delivers high-energy BMX stunts with real-life lessons on perseverance and safety so that kids leave fired up, focused, and ready to crush their goals.

High Schools, K-8 Schools, Fairs & Festivals

"Your group was exactly what principals hope for."

Cinnamon Johnsrud, Principal
Oak Meadow Elem | El Dorado Hills, CA

- High Schools, K-8 Schools & Events
- Trusted by the Top Districts
- 40 Minute Assembly Start to Finish
- Powerful, Impactful Messages
- Athletes & Role Models
- Scripted Jokes & Skits
- Sound System Provided
- High Energy Announcers
- We provide all needed equipment
- You Just Provide The Space

SPRING 2026 TOURS BOOKING NOW | FILLING FAST!

ANTI-BULLYING BMX SCHOOL ASSEMBLY!

An Unforgettable way to ENTERTAIN & EDUCATE YOUR STUDENTS, with exciting BIG AIR Stunts & powerful messages delivered by positive role-model athletes. Space is very limited, you must act now to reserve a remaining tour date. Simply request a list of available dates & rates, including our discounted Piggyback-Rate dates in your area....

Get Your Dates & Rates List
(/contact/)

Founder of Go Big BMX Air Show & [illegible] BMX Show

Welcome to Go BIG BMX Air Show

FOUNDED IN 1996, OVER 10,000 SHOWS PERFORMED

You won't want to miss this time-tested assembly, seen in thousands of Elementary, Middle and High Schools from Hawaii to New York and everywhere in-between. Founded by school assembly veteran David W. Holden, the Go BIG BMX Air Show is an evolution of decades of experience as a motivational speaker and BMX performer. Experience, a focus on quality and authentic education and choosing athletes who truly care and exhibit positive role-model traits that you will welcome to your school is what sets us apart.

Request your free list of best available assembly dates customized for your area. We will also send our best Piggyback Discount date options... CALL OR TEXT NOW:

[redacted]

EXPERIENCE	100%
QUALITY EDUCATION	100%
ROLE-MODEL ATHLETES	100%

(https://gobigbmxairshow.com/booking/)

BOOK A BMX School ASSEMBLY (https://gobigbmxairshow.com/booking/)

Submit Our Request Form Below

(mailto:shows@gobigbmxairshow.com)

Send us a message (mailto:shows@gobigbmxairshow.com)

shows@gobigbmxairshow
.com

(tel:(619)%20537-9423)

Call or Text Now (tel:(619)%20537-9423)

(619) 537-9423

[redacted]

photogallery

VISIT OUR GALLERY

GO BIG BMX SHOW School Assembly Promo 2025

Go BIG BMX Air Show

Watch on

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Additive Change Order No.7, Hart Design Build Inc., Bid 2425-003: Aquatic Center Modernization, Burbank High School (Capital Outlay)

Background:
The District is in the process of modernizing the existing Aquatics Center at Burbank High School. A job walk was held on September 26, 2024; thirteen (13) contractors attended. The bid closed on October 30, 2024; Two (2) contractors submitted a bid package.

Qualifying Bids for the Aquatic Center Modernization received were as follows:

ARC Construction	$5,100,000
Hart Design Build	$4,990,000

Discussion/Issues:
At this time, the Burbank High pool has been shut down due to safety concerns regarding the decking. The infrastructure update will include LED pool lights, updated drains, platform piping for the timing clock, etc. The demolition portion of this project took place in summer 2024 to accommodate the loud noise and dust while students were on summer break.

On November 21, 2024, the Board of Education approved the contract with Hart Design Build to complete the Aquatic Center Modernization for Burbank High School. It was originally approved for a total of $4,990,000 but was decreased to $3,170,000 as the new storage building was removed from the scope of work.

On August 7, 2025, the Board of Education approved Additive Change Order No.1, for a $188,780.67 increase, to add the furnish of the equipment, material, and installation of the timing system to meet competition guidelines and aquatic standards. The original design and specifications for the Aquatic Pool contract with Hart Build Design did not include the timing system in the DSA stamped project number 03-122682. No time extension was requested to the project's completion date.

On September 18, 2025, the Board of Education approved Additive Change Order No.2, for a $45,859.20 increase to add the furnish and install of Spectrum Aquatics Xcellerator dual post platforms (racing platforms) required to meet competition guidelines and aquatic standards that were not included in the original design and specifications for the Aquatic Pool contract with Hart Build Design.

On October 16, 2025, the Board of Education approved Additive Change Order No.3 for a $88,080.37 increase to add the following COP's:

1. 19r2 – Provide sandblasting of the acid room. The chlorine room used a solvent cleaning and is acceptable for painting.
2. COP#37 – Furnish and install the fire alarm cabling and two horns, damaged by the demo contract
3. COP#2r – The high-performance painting specifications was not included in bid set, which is
4. used for all metal components.
5. COP#36r1 – The team changing room doors require visual panes for safety of students. Furnish and install new doors with vision panel and hardware.
6. COP#40 – Furnish & install new pedestrian gate, side panels and hardware.
7. COP#43 – Furnish & install new gate and lock, and wall partition to secure transformer within the team changing room from student access.

On November 20, 2025, the Board of Education approved Additive Change Order No.4 for a $78,042.00 increase to add the following COP's:

1. COP#9R1 – Replace the handrails in the Acid and Chlorine Storage room per RFI#35.
2. COP#41R – Furnish and Install the (4) outdoor pull boxes, pull strings, scan the CMU plaster wall at the electrical room and core holes for 4 conduits for the low voltage system per CCD-009B.
3. COP#42R – Furnish and Install conduits and pull boxes to the scoreboard for the autonomous speakers per CCD-05A and CCD-009B.
4. COP#44R – Provide additional trenching and backfill to accommodate new electrical and LV conduits as per site conditions and several RFI's and CCD's responses.
5. COP#39R – Furnish and Install the Autonomous System, labor and material equipment, testing and programming per CCD-05A, CCD-09B2, and CCD-11B.

On February 5, 2026, the Board of Education approved Additive Change Order No.5 for a $13,421.01 increase to add the following COP's:

1. COP46R1 – The exterior wall receptacles were demolished by others. Furnish and install new wiring & (14) fourteen receptacles and energize.
2. COP#48R – The chemical rooms lights and switches became rusty due to longevity and exposure to chemicals fumes. Furnish two new lights and rewire.
3. COP#49 – The shower wall light fixture to be removed and recapped. PA speaker to remain due to height of shower wall and partition.
4. COP#50R – Provide new door hardware assembly to electrical room door for proper swing.
5. COP#54 – Fire alarms (2) and heat detectors (2) are missing or rusted in the Acid and Chlorine rooms. Furnish four new detectors.

On March 5, 2026, the Board of Education approved Additive Change Order No.6 for a $21,110.12 increase to add the following COP's:

1. COP#45R – The Metal Roofing material for the canopy increased due to project delays.
2. COP#47R – The restroom flush valves are deteriorated due to age, provide and install new flush valves.
3. COP#52R – Provide a credit for omitting the cement backboard backing behind the shower tile wall.
4. COP#53R – Provide the mortar bed for the entire ceramic tile wall at the exterior showers to cover all plumbing components in lieu of the specified cement backerboard.
5. COP#55R1 – Provide compensable costs and a time extension for a total of 22 calendar days, due to rain days in 2025 and 2026. The new completion date is January 30, 2026.
6. COP#56 – Provide a credit for not removing the plaster at the roof canopy so that the metal trim would fit to ensure the waterproofing is maintained.
7. COP#57 – Provide a credit to not install the specified electric hand dryers. District Standards does not require electric hand dryers in restrooms.
8. COP#58 – Remove old and deteriorated joint filler at exterior building wall to existing SOG with new joint filler. Install a downspout nozzle to direct water away from building joint filler. Repair new paint at the two rooms damaged by the rain.

Fiscal Impact:
$8,644.96 increase for a revised total to $3,613,938.33 (Capital Outlay)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve additive change order No.7 between Burbank Unified School District and Hart Design Build Inc., for Bid 2425-003: Aquatic Center Modernization at Burbank High School, not to exceed $3,613,938.33 (40.0-90329-0-00000-85000-6250-4310000) Capital Outlay, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

Note: The $8,644.96 increase, bringing the not to exceed to $3,613,938.33, is to add the following scope that was not included in the original bid specifications but is needed to complete the project:

1. COP#59 - Replace the deteriorated exhaust fan in the acid storage room, per RFI#132.
2. COP#60 - Replace the rusted fire alarm smoke detector in the pool building rooms
3. COP#61 - Provide two rows of 1"square red tiles to one row of black depth marker for safety purposes, per the Health department.
4. COP#63 - The existing lights in the changing room do not have seismic cabling require per code, install at least three lights per RFI#134.

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	4/17/2026
Site:	Burbank High School	**Change Order #:**	7
Contract Date:	12/2/2024	**Bid #:**	2425-003
Contractor:	Hart Design Build	**PO #:**	25002346
DSA Application #:	03-122682	**Board Date:**	7-May-26

THE CONTRACT IS CHANGED AS FOLLOWS:

To fund the additional construction elements listed below:	
COP#59 -Replace thedeteroiriated exhaust fan in the acid storage room, per RFI#132.	$ 1,186.91
COP#60 - Replace the rusted fire alarm smoke detector in the pool building rooms	$ 793.25
COP#61 - Provide two rows of 1"square red tiles to one row of black depth marker for safety purposes, per the Health department.	$ 5,283.41
COP#63 - The existing lights in the changing room do not have seismic cabling require per code, per RFI#134.	$ 1,381.39
Total:	**$ 8,644.96**

ADJUSTMENTS TO CONTRACT			
Original Contract Amount:	$ 3,170,000.00	Original Contract Completion Date:	12/30/25
Total Prior Change Orders:	$ 435,293.37	New Completion Date:	01/30/26
Contract Sum Prior to this CO:	$ 3,605,293.37	% for this Change Order	0%
Amount of this Change Order:	$ 8,644.96	% Total Cumulative Change Orders	14%
Revised Contract Amount:	$ 3,613,938.33		

***SIGNATURES ON PAGE 2**

Bond Management Office
510 S. Shelton St.
Burbank, CA 91506

CHANGE ORDER

Project Name:	Aquatic Center Modernization	**Date:**	4/17/2026
Site:	Burbank High School	**Change Order #:**	7

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

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

Duke Hartenian Contractor	Signature	Date
Sam Sahand Architect	Signature	Date
Robin Rickman Project Manager	Signature	Date
Oscar Macias Int. Superintendent	Signature	Date

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Additive Change Order No.1, GameTime C/O Great Western Recreation, Furnish and Install Retrofit of TK Playground Equipment, Joaquin Miller Elementary School (Growth Fund)

Background:
The existing playground equipment at Joaquin Miller Elementary School is currently rated for ages 5-12. Due to safety concerns and to accommodate for younger and smaller children, the District is seeking to replace a few playground pieces to be compliant for ages 2-5.

Discussion/Issues:
The District received a proposal on November 20, 2025, from GameTime C/O Great Western Recreation for the removal and reinstallation of retrofitted playground equipment to meet conditions for the 2-5 age range. This agreement also includes the repair of the holes in the rubberized pour in place surface.

After discussions with the site admin, it was decided to change the original playground equipment which included a new bubble climber, climber archway, and a schooner climber. The new selected equipment, which includes a funnel enclosure with barrier, ridge climber, and a leaning wall climber, addresses safety concerns of the previous chosen items and will be a vibrant upgrade.

Fiscal Impact:
$9,373.72 increase for a revised total to $27,354.67 (Growth Funds)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve additive change order No.1 between Burbank Unified School District and GameTime C/O Great Western Recreation to Retrofit the Play Structure in the Playground at Joaquin Miller Elementary School, not to exceed $27,354.67 (250-00000.0-91006-85000-6170-210-0000) Growth Funds, and that authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

Note: The $9,373.72 increase, bringing the not to exceed to $27,354.67, is to add the following playground equipment to the scope of work:

- Funnel Enclosure with Barrier
- Ridge Climber
- 5’ Leaning Wall Climber

The initial playground equipment is already in the process of shipping and couldn’t be cancelled. The new selected equipment is being added to the original scope but upon arrival, the initial items will be deducted once returned.

In addition, 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. The new designs will increase the number of play activities and will add to the play experience for TK students who will be able to enjoy these new structures.

Proposal for

Burbank Unified School District

Prepared by

04-20-2026
Job # 116852-03

Joaquin Miller ES - Retrofit Structure Option 2 CO Barrier, Climbers, and Additional PIP

435-901-9544 | www.gwpark.com

QUOTE

116852-03-02 • 04/20/2026

Joaquin Miller ES - Retrofit Structure Option 2 CO Barrier, Climbers, and Additional PIP

Customer:

Burbank Unified School District
510 South Shelton Street
Burbank, CA 91505
United States

Ship to Zip: 91360

Prepared for:

Dennis Maxwell
DennisMaxwell@burbankusd.org

Prepared by:

GameTime C/O Great Western Recreation
P.O. Box 680121
Fort Payne, AL 35967
Office: 435-245-5055
Fax: 435-245-5057
www.gwpark.com

Qty	Part #	Description	List $	Selling $	Ext. Selling $
1	90208	**GameTime - Funnel Enclosure W/Barrier**	$1,144.00	$869.44	$869.44
1	90592	**GameTime - Ridge Climber (Single)**	$1,230.00	$934.80	$934.80
1	90254	**GameTime - 5' Leaning Wall Climber**	$2,734.00	$2,077.84	$2,077.84
2	91139	**GameTime - Entryway - Barrier**	$977.00	$742.52	$1,485.04
2	818312	**GameTime - 3/8"-16 Placing Tool**	$73.83	$67.19	$134.38
24	804710	**GameTime - 3/8" 16 Unc Thread Insert**	$1.83	$1.67	$40.08
25	REPAIR	**GT-Impax - PIP Repairs** ****List Price $785.68, discounted per CMAS Contract** 25 Total SF, 6' CFH (additional PIP to what has been ordered). Quote includes a 2.5" cushion layer and a 0.5" wear layer Includes a color mix of 50% Black and 50% Blue No Design No TTA Aromatic Binder Prevailing Wages Based on good job access	$25.77	$25.77	$644.25
1	INSTALL	**Install - Installation of Play Equipment** • Demo/remove Spiral Slide • Installation only of qty (1) Funnel Enclosure. • Prevailing wages. • Price includes one (1) move-on only.	$1,555.00	$1,555.00	$1,555.00

Contract: OMNIA #2017001134

Sub Total	$7,740.83
Freight	$1,051.02
Tax	$581.87
Grand Total	**$9,373.72**

QUOTE

116852-03-02 • 04/20/2026

Comments

Your Sales Rep is Quinn Connell. Please reach out to Quinn at 435-901-9544 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

Shipping to:
1747 Colgate Dr.
Thousand Oaks, CA 91360
Contact: Guy Donahue
818-618-2333

Site address:
720 E Providencia Ave.
Burbank, CA 91501

*Freight charges are based on listed zip code and are subject to change if shipping information changes.

*Deposit may be required.

Permitting not included, unless otherwise noted.

Customer is responsible for offloading.

GameTime DIR# 1000015526 / CSLB - 855664
Prevailing wage.

CMAS Contract #4-20-00-0092-B

QUOTE

116852-03-02 • 04/20/2026

Remit Payment to:
GameTime
P.O. Box 680121
Fort Payne, AL 35968

Taxes:
All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided.
If sales tax exempt, you must provide a copy of certificate to be considered exempt.

Prices:
FOB Factory.

Orders:
All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime.
Standard GameTime equipment orders over $100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships
Standard orders with equipment, installation and surfacing are requested to be split billed.
Equipment, Taxes & Freight as noted above
Installation and Surfacing billed as completed and Due Upon Receipt.

Terms:
Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.
Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.
Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process.
GameTime may also require:
Completed Project Information Sheet (if applicable)
Copies of Payment and Performance Bonds (if applicable)
A 1.5% per month finance charge will be imposed on all past due invoices.
Retainage not accepted.
Orders under $5,000 require payment with order.

QUOTE

116852-03-02 • 04/20/2026

ACCEPTANCE OF QUOTATION:

Billing and Shipping information will be as stated on quote unless indicated below.

Change billing information to:

Address: _____

_____

Contact: _____

Change shipping information to:

Address: _____

_____

Contact: _____

Colors: Per Renderings Yes or No

Palette _____

Per Submittals _____

Other Colors, please specify _____
_____
_____
_____

Purchase Amount: **$9,373.72**

Signature: _____ **Date:** _____
Printed Name: _____ **Title:** _____

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

DIR# 1000015526 CSLB#855664

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.

Surfacing Exclusions

The following items are specifically excluded from this quotation unless otherwise noted and itemized in the proposal with associated costs. Any such work or materials requested by the Owner, or required by governing authorities, shall be performed only upon written authorization and will be subject to additional charges.

1. Site Security

Site security, including, but not limited to, temporary fencing, lighting, and security personnel, is expressly excluded from this quotation unless specifically included and itemized in the proposal with corresponding costs.

The Owner shall be solely responsible for any costs or damages arising from vandalism, theft, or unauthorized access affecting any product, equipment, materials, safety surfacing system, or any other aspect of the project site before, during, or after mobilization by Great Western Recreation ("GW") and/or its subcontractors.

2. Subbase Materials and Preparation

Subbase materials and all associated labor are expressly excluded from this quotation unless specifically identified and itemized in the proposal with corresponding costs.

The Owner is responsible for ensuring that subgrade conditions meet the specified requirements and are suitable to receive the product or system provided by GW. GW shall not be held liable for delays, damages, or performance issues resulting from unsuitable or unprepared subgrade conditions.

3. Drainage Systems

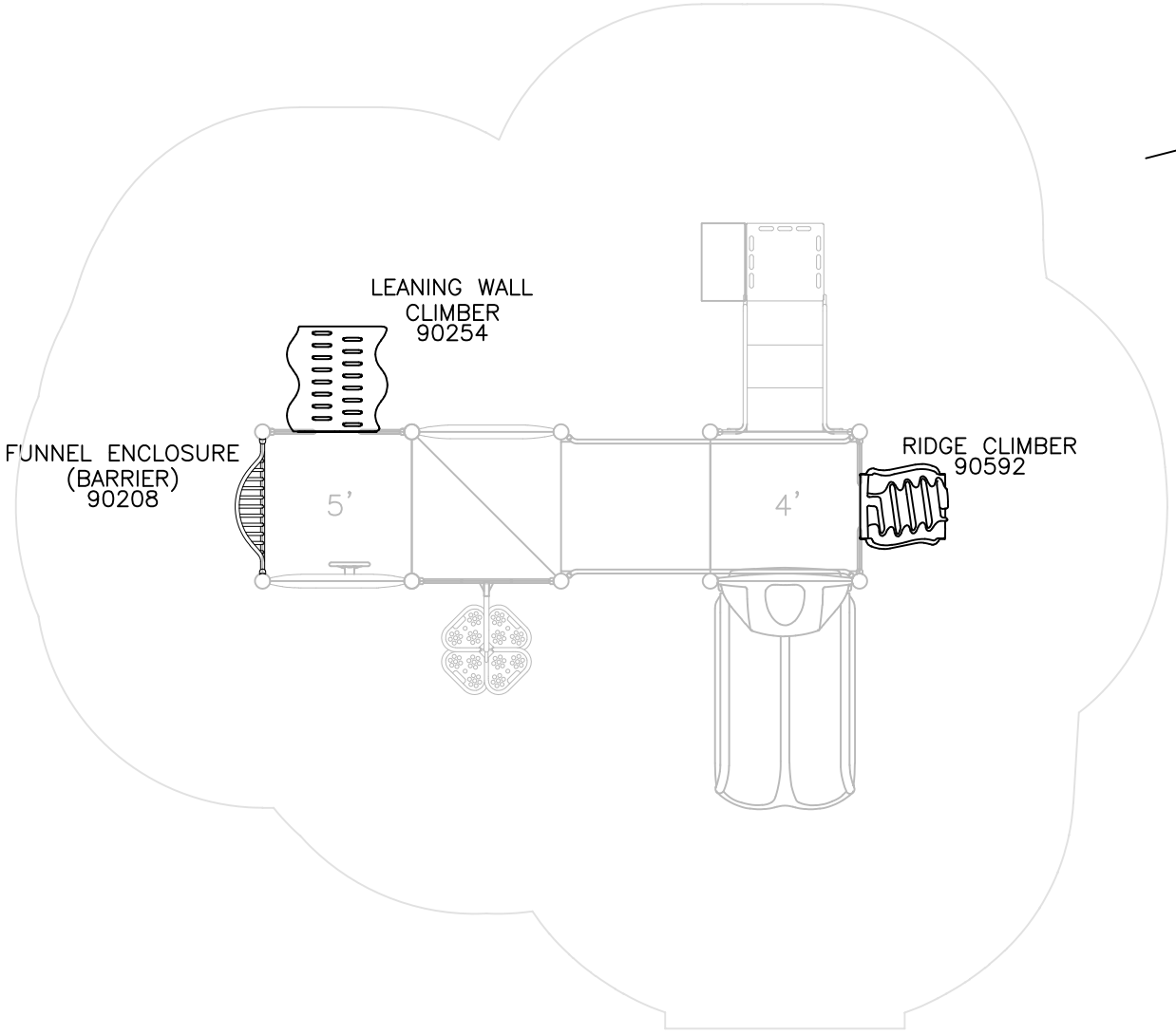
Plans, materials, labor, and installation related to any drainage system are expressly excluded from this proposal unless specifically identified and itemized within the proposal with corresponding costs.

The Owner is responsible for ensuring that the site has adequate drainage to support proper installation and long-term performance of products and systems provided by GW. GW shall not be held liable for any site drainage deficiencies, water retention, erosion, or damage resulting from inadequate or unaddressed drainage conditions.

40’–0”

30’–0”

AREA:
1200 sf
140 lf



N

0 10’ 20’

5’ 15’

GREAT WESTERN RECREATION

ISO 9001 CERTIFIED

ISO 14001 CERTIFIED

Burbank Unified School District
Joaquin Miller ES
Burbank, CA
Representative
Great Western Recreation

This Unit includes play events and products not manufactured by Great Western Recreation that may be required to meet the play components requirements of the ADA (Americans with Disabilities Act)

SALES REP
QUINN CONNELL
435-901-9544
QUINN@GWPARK.COM

Total Elevated Play Components	-		
Total Elevated Play Components Accessible By Ramp	-	Required	-
Total Elevated Components Accessible By Transfer	-	Required	-
Total Accessible Ground Level Components Shown	-	Required	-
Total Different Types Of Ground Level Components	-	Required	-

This play equipment is recommended for children ages 2-5

Minimum Area Required: -

Scale: -

This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

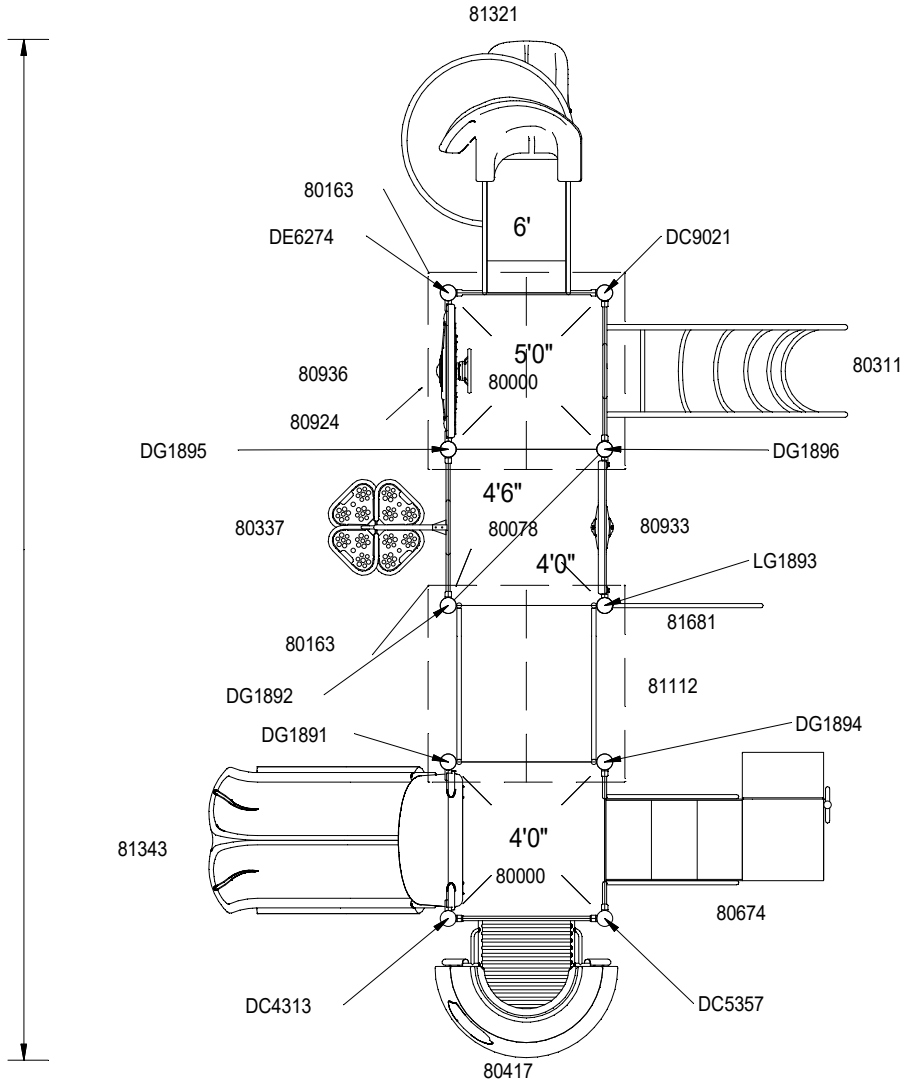
Drawn By: LC

Date: 04/20/2026

Drawing Name: 116852-03 Opt 2

NOTES:
1) OWNER/OPERATOR SHALL INSTALL AND MAINTAIN PROTECTIVE SURFACING WITHIN THE USE ZONE OF ALL PLAY EQUIPMENT TO COMPLY WITH ASTM F1292. EQUIPMENT USE ZONES SHALL COMPLY WITH ASTM F1487.
2) ARROWS AT DECK CORNERS INDICATE ORIENTATION OF LABEL ON EACH UPRIGHT. SEE UPRIGHT LABEL DETAIL.
3) GAMETIME HAS REVIEWED THIS DESIGN AND CONCLUDED IT IS COMPLIANT WITH ASTM F1487 STANDARD.
4) VIEW IS PLOTTED AT A SCALE OF 1"=5'.

GREAT WESTERN PARK & PLAY
GT ORDER NO.6136108
BURBANK, CA
05/17/2006 VJW
EQUIP. AGE RANGE: 5-12



Plotted on 05-17-2006 @ 11:40 hours

A PLAYCORE COMPANY GameTime®
Enriching Childhood Through Play

PowerScape

GameTime

A PLAYCORE Company

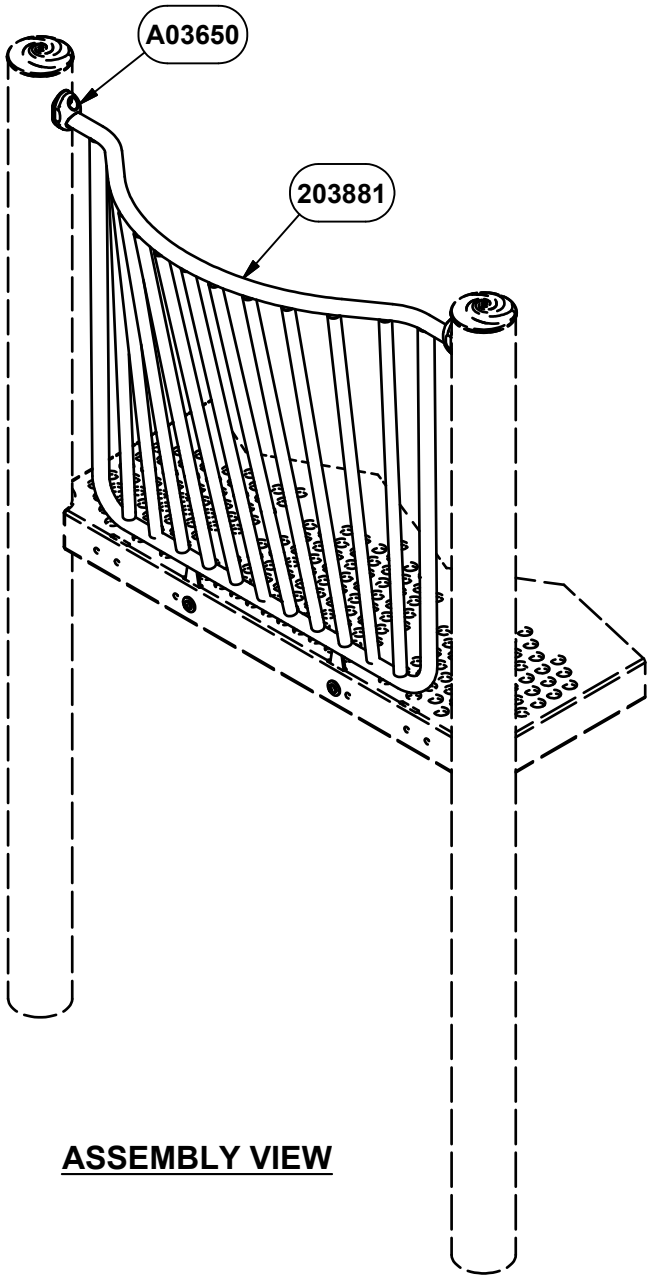
1-800-235-2440

ISSUED/REVISED: 10/13/2022

90208 FUNNEL ENCLOSURE (BARRIER)

UP TO 5'-0" DECK HEIGHTS

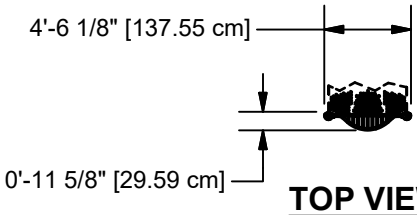
ALL DECK HEIGHTS



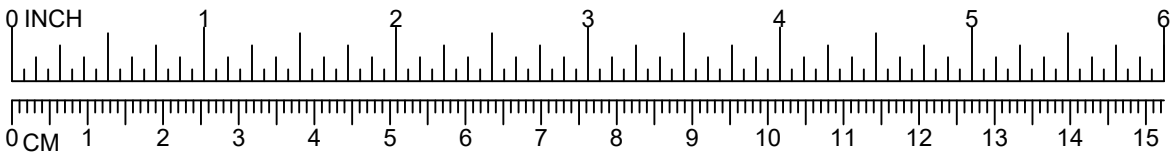
ASSEMBLY VIEW

INSTALLATION INSTRUCTIONS

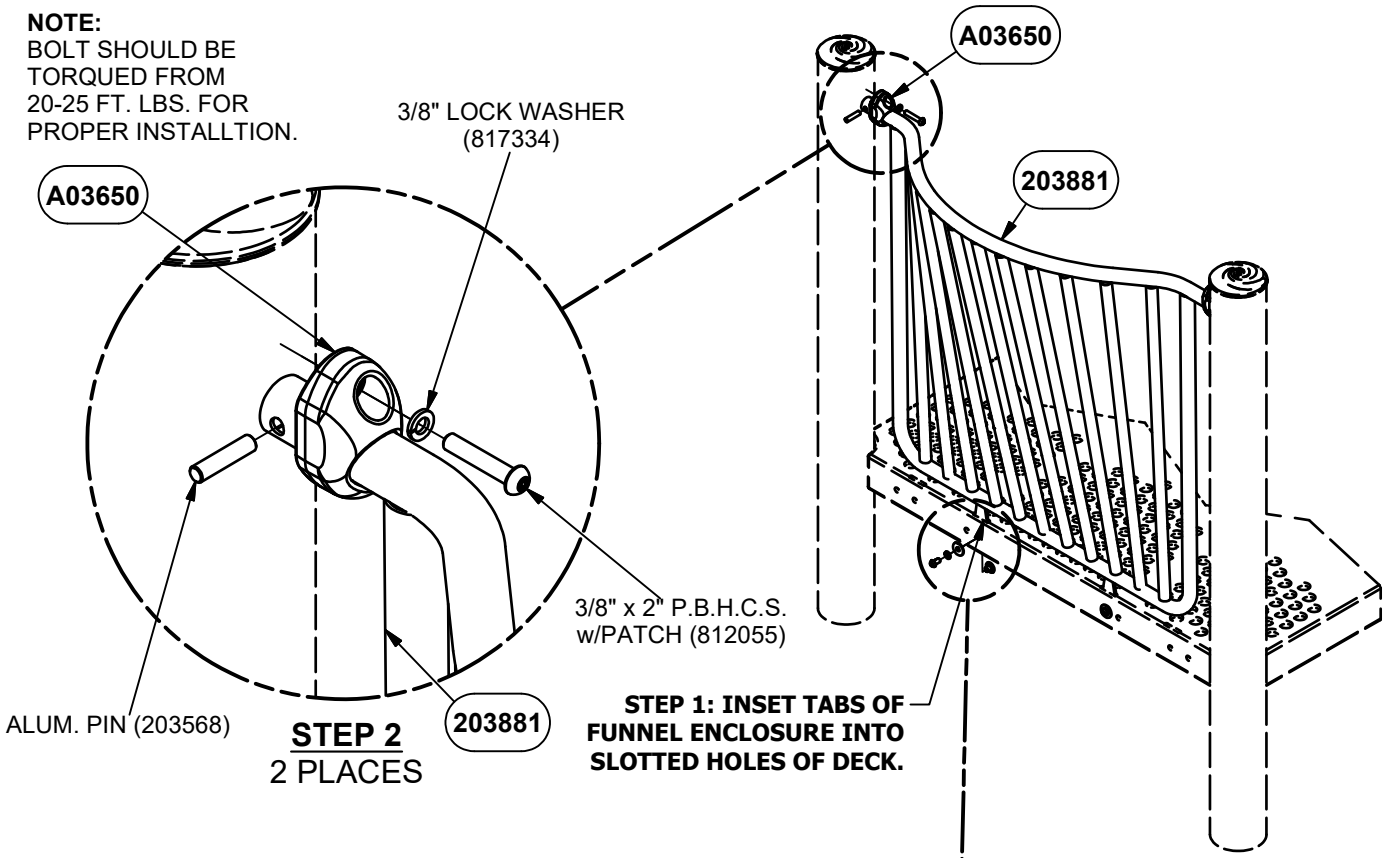
1. Before assembling this equipment, read the enclosed INSTALLER INSTRUCTIONS in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the ASSEMBLY DRAWING. Refer to the assembly details for the specific hardware required in each connection.
3. LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.
4. DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.



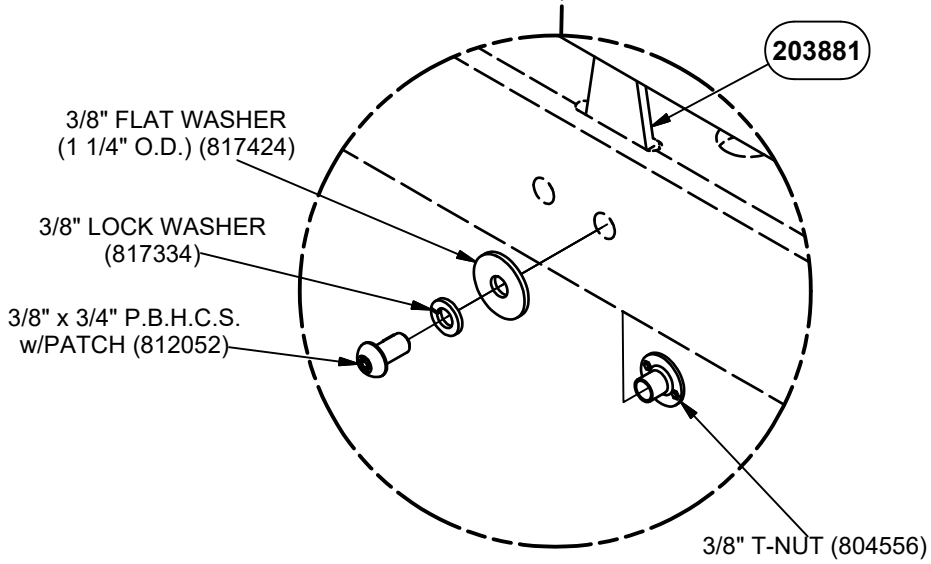
TOP VIEW



NOTE:
BOLT SHOULD BE TORQUED FROM 20-25 FT. LBS. FOR PROPER INSTALLTION.



STEP 2
2 PLACES



STEP 3
2 PLACES

NOTE: DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.

DETAIL VIEW

Parts List		
DESCRIPTION	QTY	PART NUMBER
FUNNEL ENCLOSURE	1	203881
TRU-LOC	2	A03650
HARDWARE COMPLETE	1	203890
3/8" x 3/4" P.B.H.C.S. w/PATCH	2	812052*
3/8" x 2" P.B.H.C.S. w/PATCH	2	812055*
3/8" FLAT WASHER (1 1/4" O.D.)	2	817424*
3/8" LOCK WASHER	4	817334*
3/8" T-NUT	2	804556*
ALUM. PIN	2	203568*

Unless Otherwise Specified, All Units of Measure are Each
** Included in Hardware*

Warning: During Installation, Hardware And Small Parts Are Choking Hazards For Young Children. Store Unused Parts Appropriately Until Assembly Is Completed. Once Assembly Is Completed, Remove Any Unused Parts From The Play Environment And Dispose/Save Them In A Secure Location.

Note: Peen Tee-Nuts and Flatwashers to match radius of pipe after assembly is complete.

Note: Loctite (supplied by others) should be used on any non-patch hardware.

To reduce the risk of clothing entanglement in compliance with ASTM F1487, any bolt end protruding more that two full threads beyond the face of the nut shall be cut-off flush, filed smooth and treated to prevent corrosion.

MAINTENANCE PROCEDURE:

- Periodically check hardware for tightness, and tighten as necessary.

- Always check all parts for breakage or wear, and immediately put equipment out of service until any faulty parts found are repaired or replaced.

- Check all metal parts for rust, paint loss and touch-up if necessary with paint.

- Check for welded areas and verify integrity.

- Check periodically resilient surfacing for appropriate depth and remove extraneous materials that could cause injury, infection, or disease.

- Maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment.

PowerScape

RIDGE CLIMBER (SINGLE) | 90592

Ridge Climber is a fun climbing activity for children ages 2-5 or 5-12 to enjoy. This ladder is compatible with PowerScape play systems and acts as access point to an attached play element.

SPECIFICATIONS

Age Ranges:	2 to 5 Years 5 to 12 Years
Fall Height:	4' (1.22 m)

DESIGN FEATURES

- Enhances upper body and core strength
- Promotes balance and coordination development
- Develops hand-eye coordination

PowerScape

GameTime

A PLAYCORE Company

1-800-235-2440

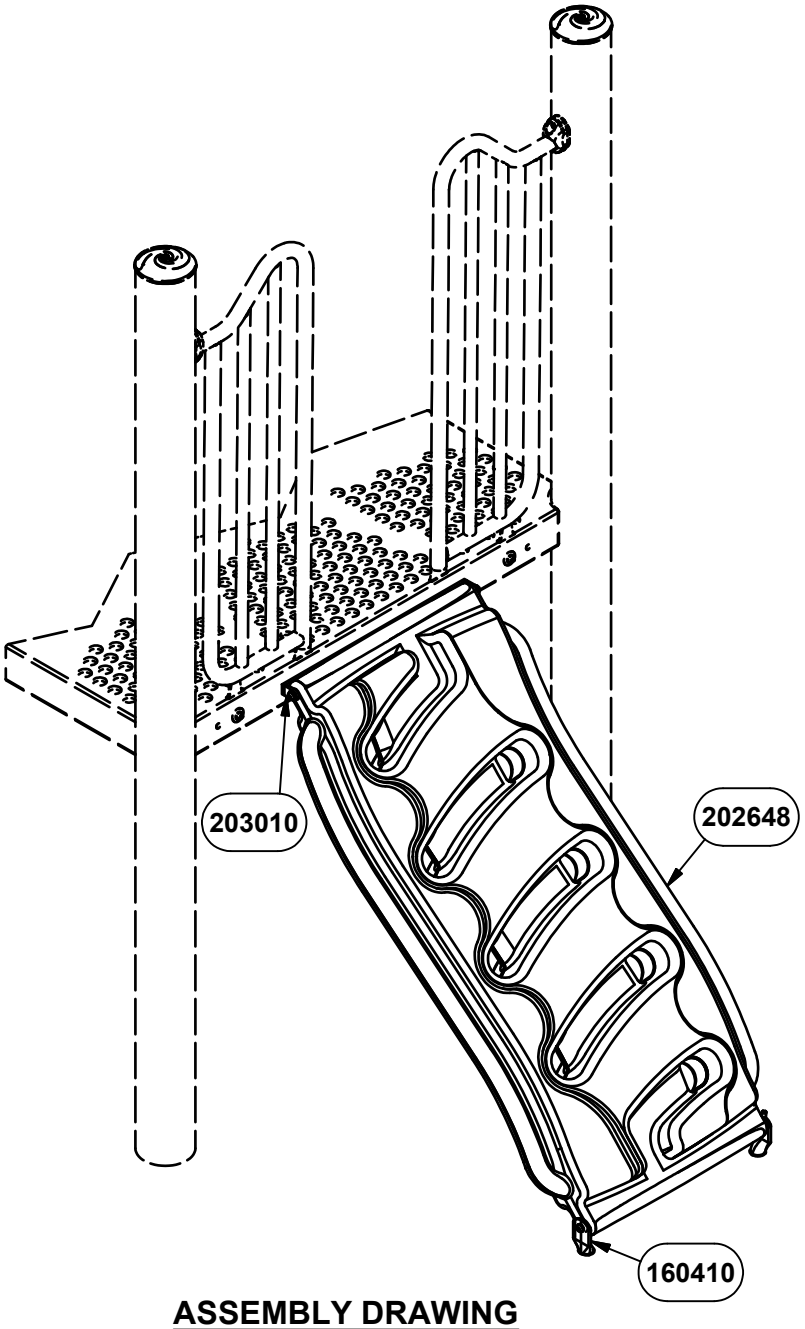
ISSUED/REVISED: 11/10/2020

90592

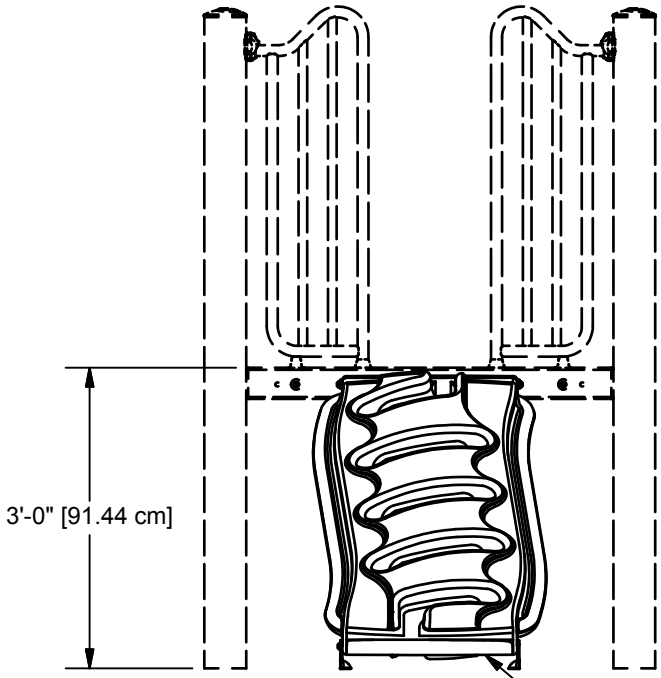
RIDGE CLIMBER

INSTALLATION INSTRUCTIONS

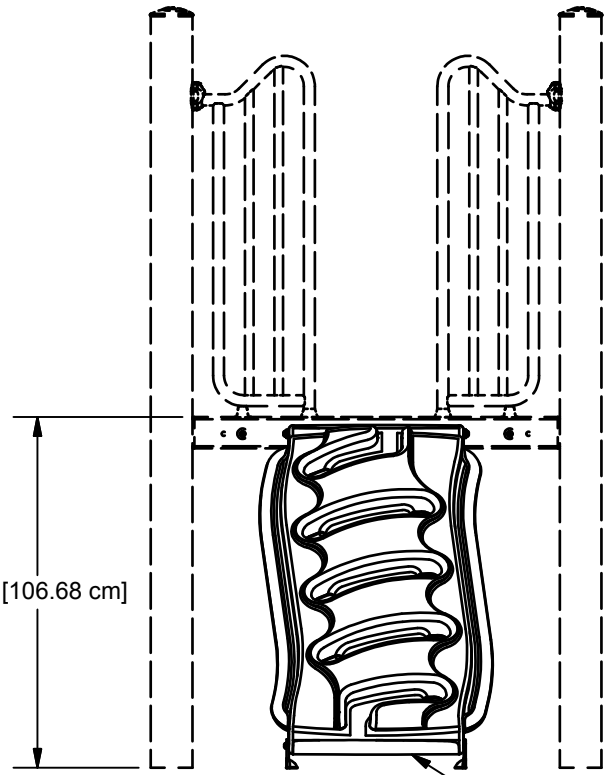
1. Before assembling this equipment, read the enclosed INSTALLER INSTRUCTIONS in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the ASSEMBLY DRAWING. Refer to the assembly details for the specific hardware required in each connection.
3. LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.
4. DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.



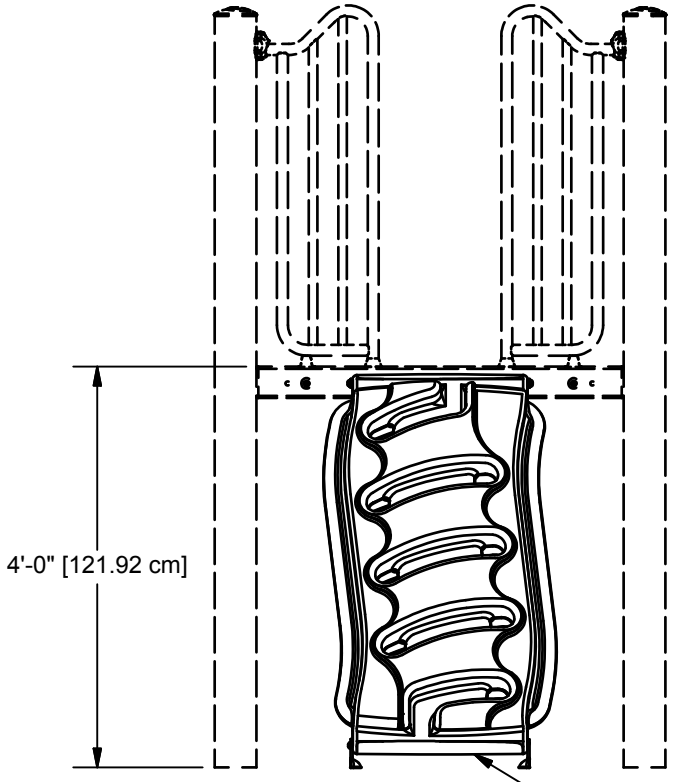
ASSEMBLY DRAWING



3'-0" VIEW
90592

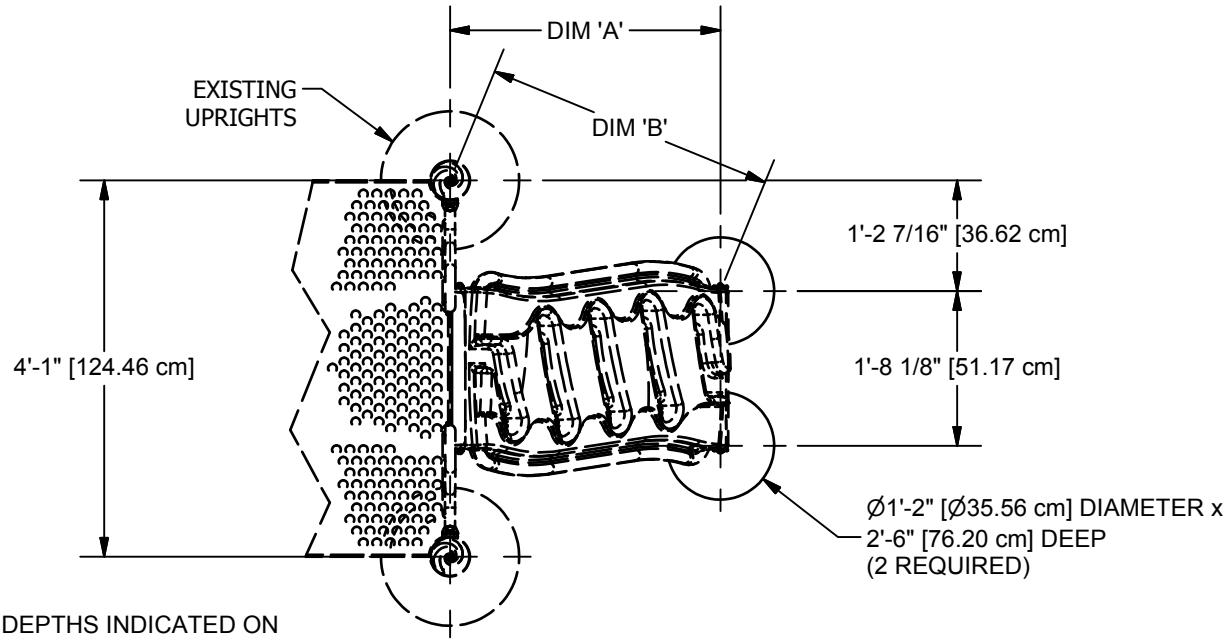


3'-6" VIEW
90592



4'-0" VIEW
90592

DECK HIEGHT ELEVATIONS

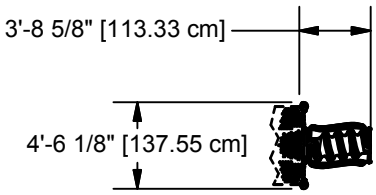


PLAN VIEW

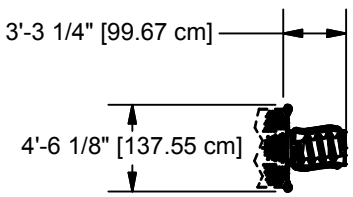
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE

CONCRETE REQUIRED
.12 CUBIC YARDS
[.09 CUBIC METERS]

Table		
DECK HEIGHTS	DIMENSIONS 'A'	DIMENSIONS 'B'
3'-0"	3'-4 13/16" [103.66 cm]	3'-7 5/16" [109.94 cm]
3'-6"	2'-11 3/16" [89.41 cm]	3'-2 1/16" [96.63 cm]
4'-0"	2'-3 1/8" [68.83 cm]	2'-6 11/16" [77.99 cm]

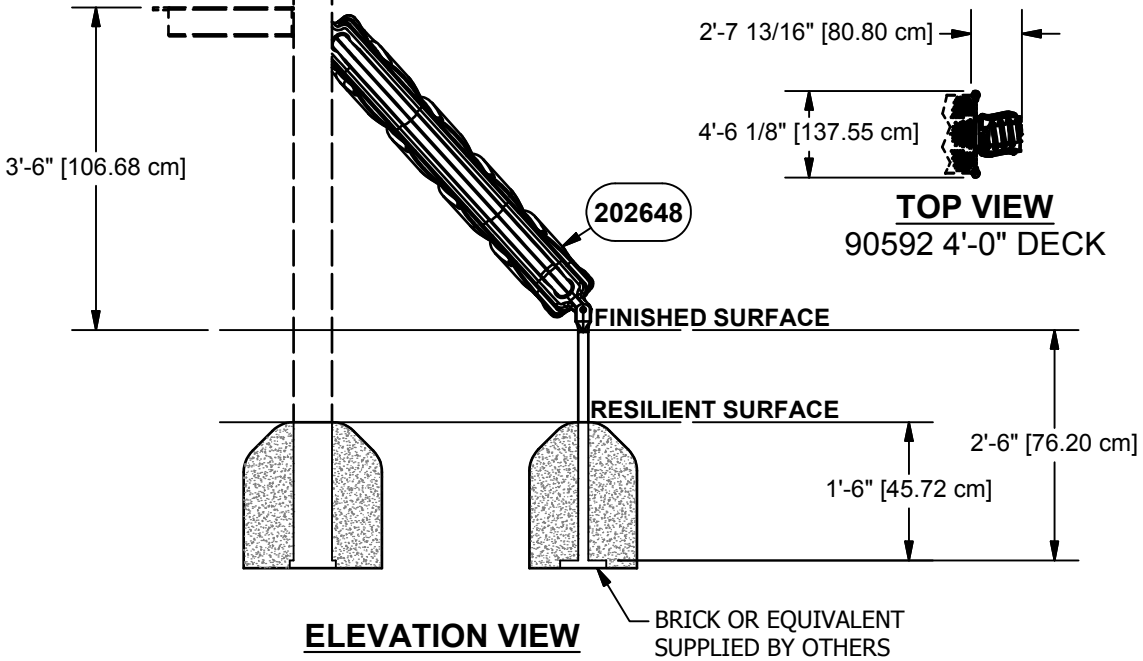


TOP VIEW
90592 3'-0" DECK

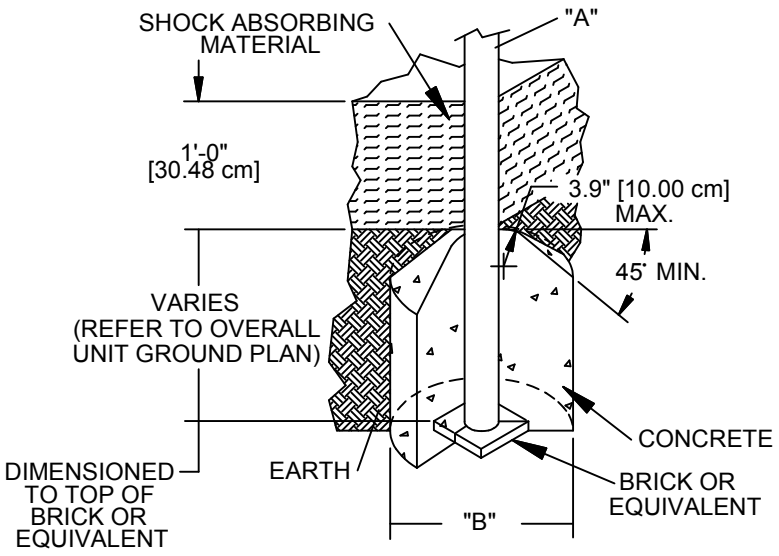


TOP VIEW
90592 3'-6" DECK

TOP VIEW
90592 4'-0" DECK



ELEVATION VIEW

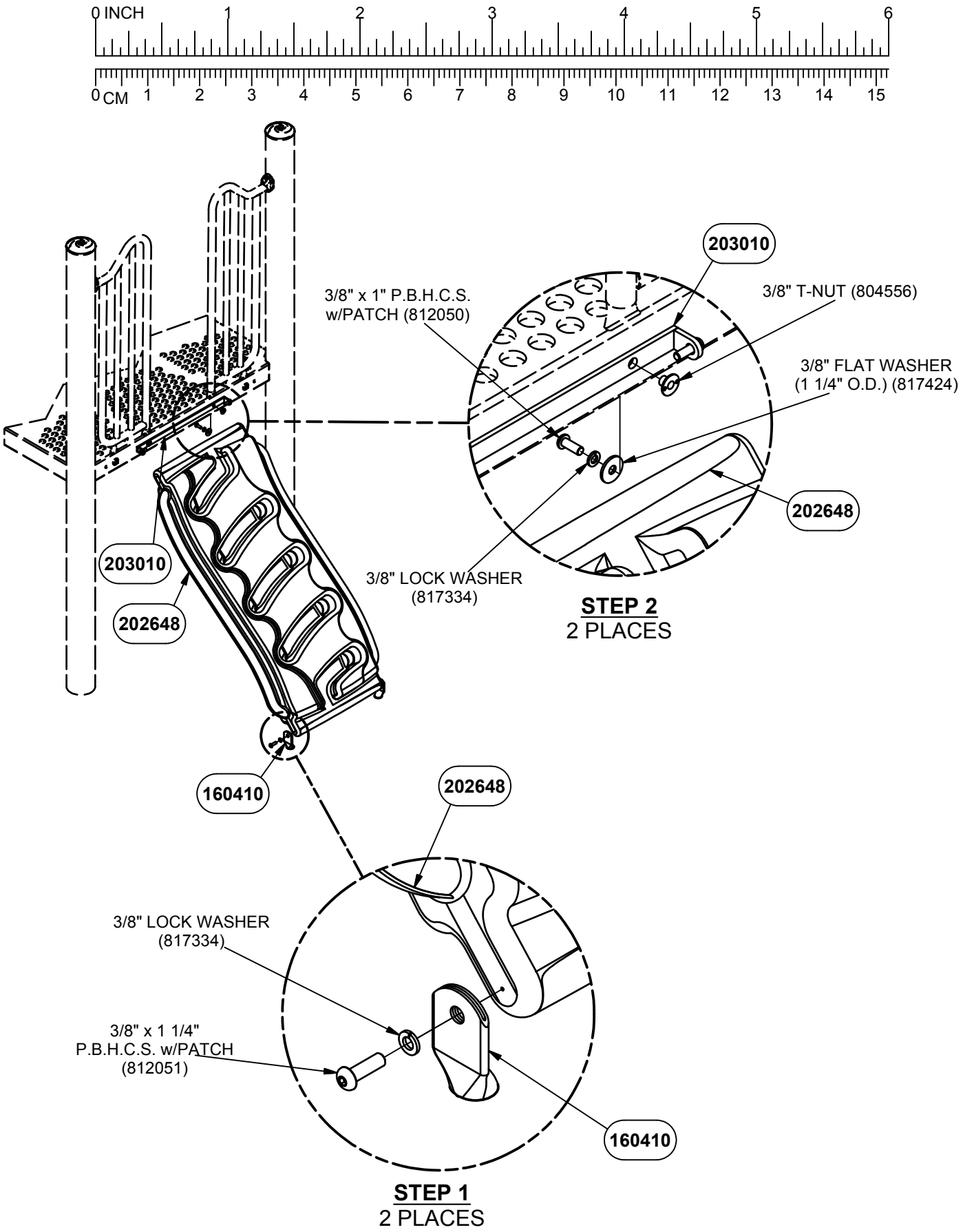


DIA. "A" (PIPE SIZE)	DIA. "B" (FOOTING SIZE)
1 1/16" [2.70 cm]	1'-2" [35.56 cm]
1 5/16" [3.33 cm]	1'-2" [35.56 cm]
1 5/8" [4.13 cm]	1'-2" [35.56 cm]
1 7/8" [4.83 cm]	1'-2" [35.56 cm]
2 3/8" [6.03 cm]	1'-2" [35.56 cm]
3 1/2" [8.89 cm]	1'-6" [45.72 cm]
5" [12.70 cm]	1'-6" [45.72cm]
TRACK RIDE & SWINGS	
5" [12.70 cm]	2'-0" [60.96 cm]
TREE SCAPE	
5" [12.70 cm]	4'-0" [121.92 cm]

NOTES:
-SLOPED FOOTING IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1 ONLY
-SUGGESTED MINIMUM CONCRETE RATING: 3000 PSI

SHOCK ABSORBING PROPERTIES OF SURFACING MATERIALS VARY. IF YOU DETERMINE THAT LESS THAN 1'-0" [30.48cm] OF SURFACING IS REQUIRED, MAKE UP THE DIFFERENCE IN ELEVATION WITH EARTH, BEFORE APPLYING SURFACING.

FOOTING DETAIL



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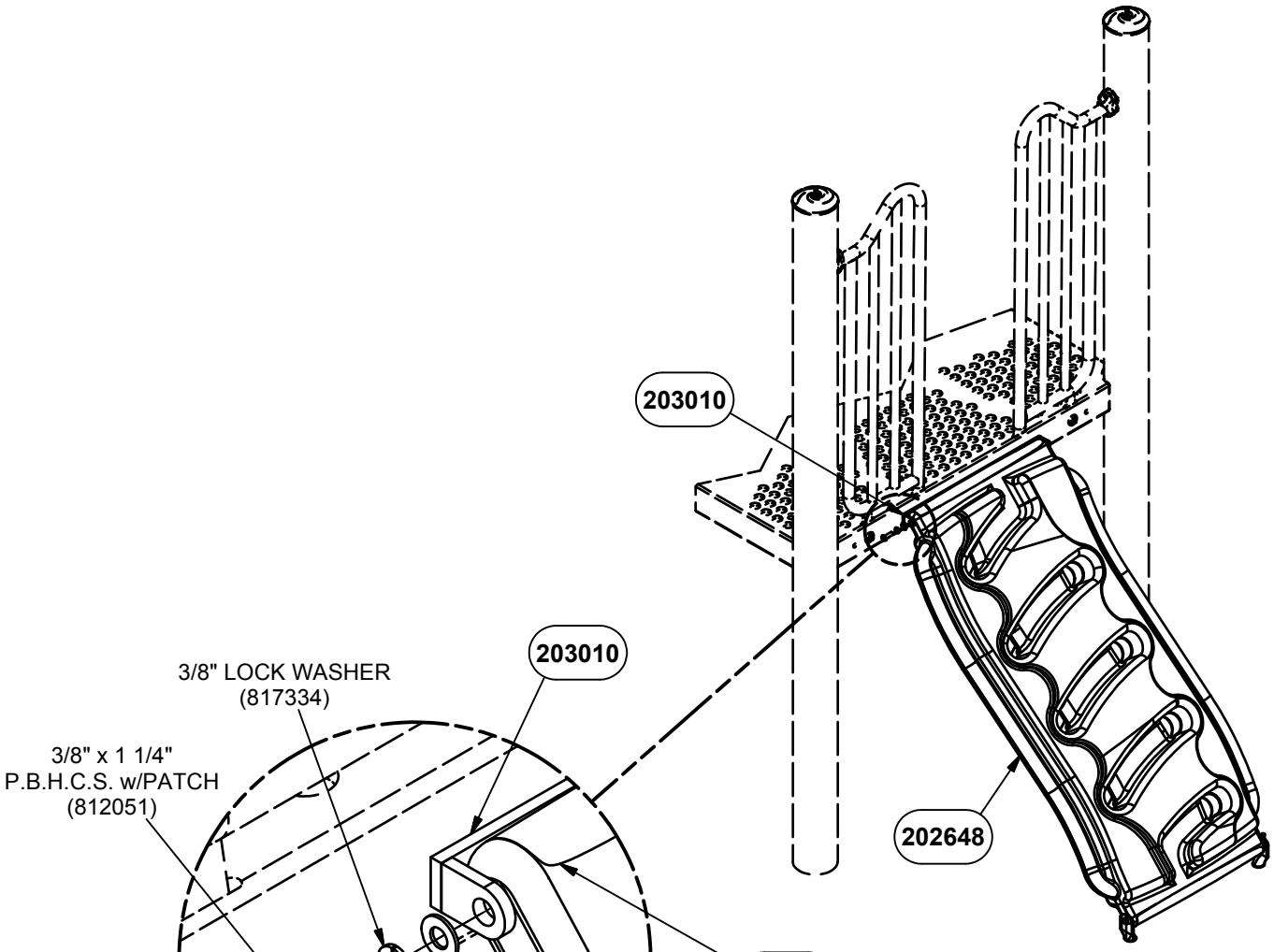
PAGE 5

DETAIL VIEW



STEP 3
2 PLACES

NOTE: DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.

DETAIL VIEW

Parts List		
DESCRIPTION	QTY	PART NUMBER
RIDGE CLIMBER	1	202648
MOUNTING BRACKET WELD ASS'Y	1	203010
SMASHED FOOTBUCK	2	160410
HARDWARE COMPLETE	1	204698
3/8" x 1" P.B.H.C.S. w/PATCH	2	812050*
3/8" x 1 1/4" P.B.H.C.S. w/PATCH	4	812051*
3/8" FLAT WASHER	2	817410*
3/8" FLAT WASHER (1 1/4" O.D.)	2	817424*
3/8" LOCK WASHER	6	817334*
3/8" T-NUT	2	804556*

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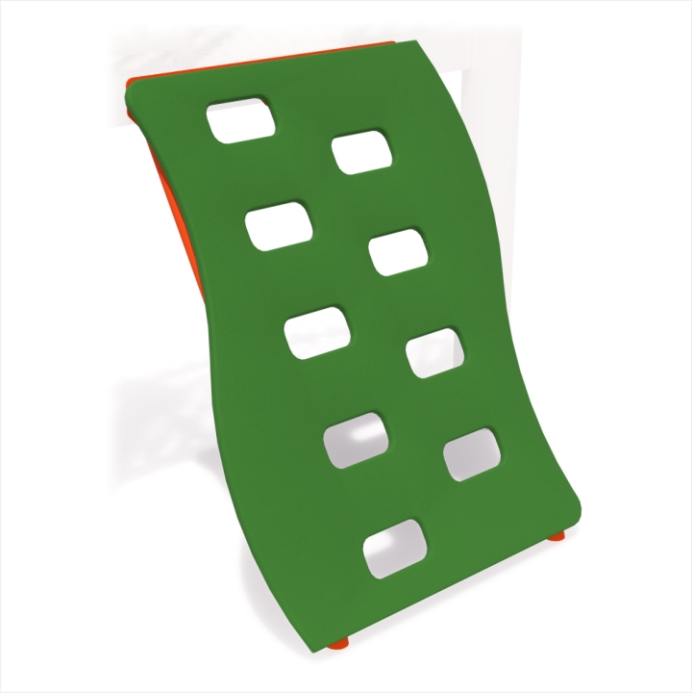


PowerScape

LEANING WALL CLIMBER - 3' | 90251

The Leaning Wall Climber is a fun climbing activity and access point for children ages 2 to 5 or 5 to 12 to enjoy. This climber connects to any PowerScape deck, providing a way for children to cultivate their decision-making skills.

SPECIFICATIONS

Age Ranges:	2 to 5 Years 5 to 12 Years
Fall Height:	4' (1.22 m)

PowerScape®

GameTime®

A PLAYCORE Company

1-800-235-2440

ISSUED/REVISED: 6/5/2023

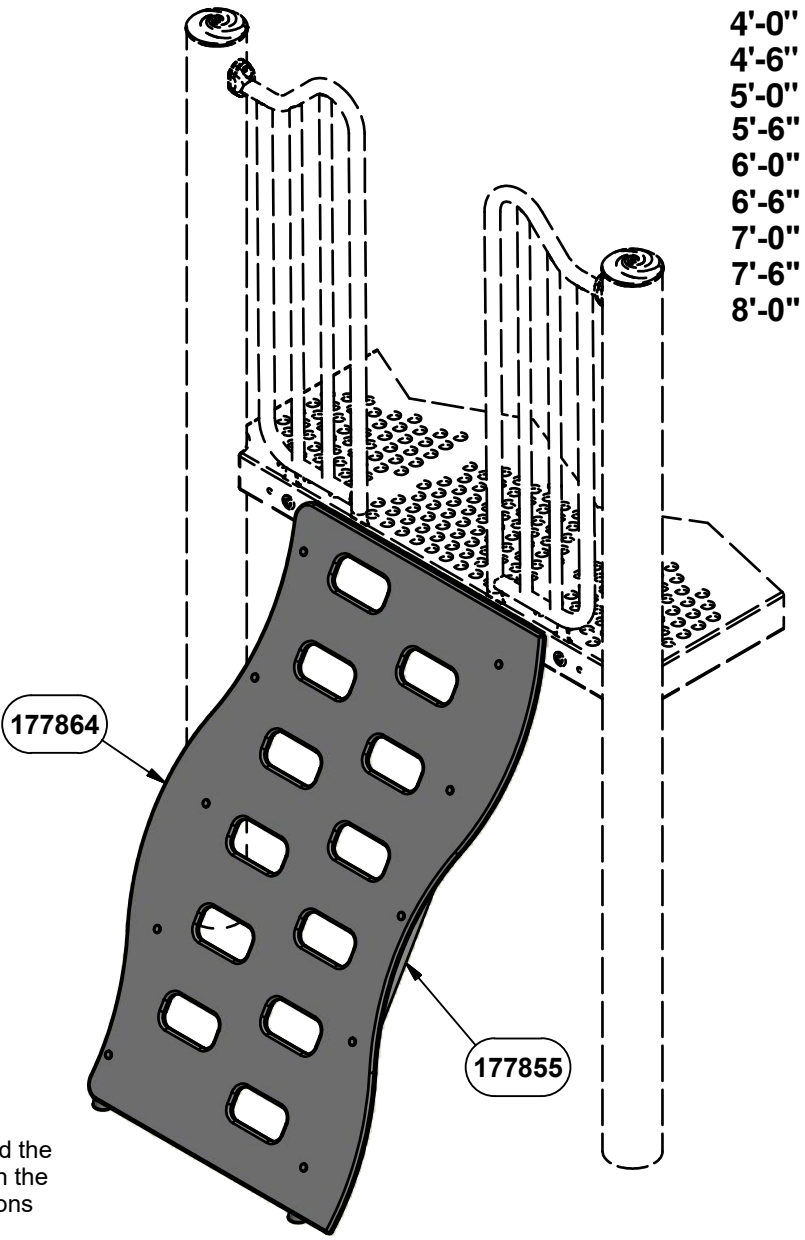
90249

LEANING WALL CLIMBER

90249
90250
90251
90252
90253
90254

90255
90256
90257
90258
90259
90260

2'-0"	90249
2'-6"	90250
3'-0"	90251
4'-0"	90252
4'-6"	90253
5'-0"	90254
5'-6"	90255
6'-0"	90256
6'-6"	90257
7'-0"	90258
7'-6"	90259
8'-0"	90260



ASSEMBLY VIEW
90252 SHOWN

INSTALLATION INSTRUCTIONS

1. Before assembling this equipment, read the enclosed INSTALLER INSTRUCTIONS in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the ASSEMBLY DRAWING. Refer to the assembly details for the specific hardware required in each connection.
3. LOCTITE (SUPPLIED BY OTHERS) SHOULD BE USED ON ALL THREADED HARDWARE.
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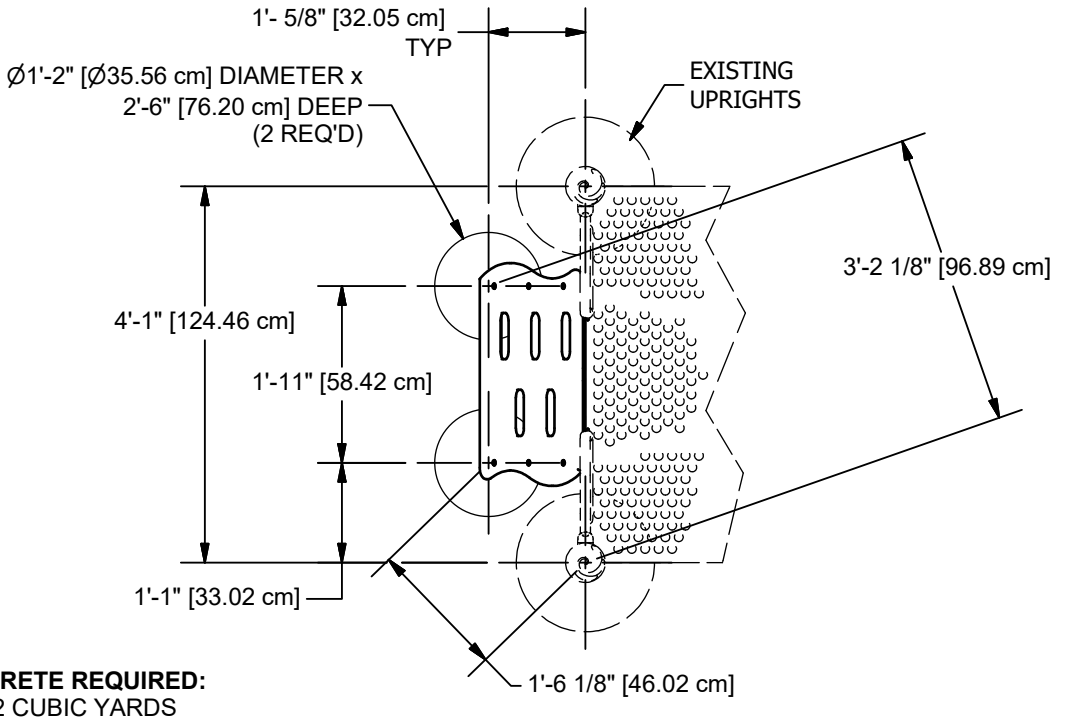
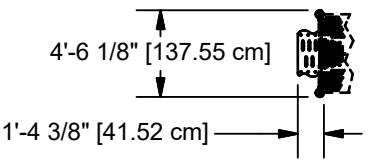


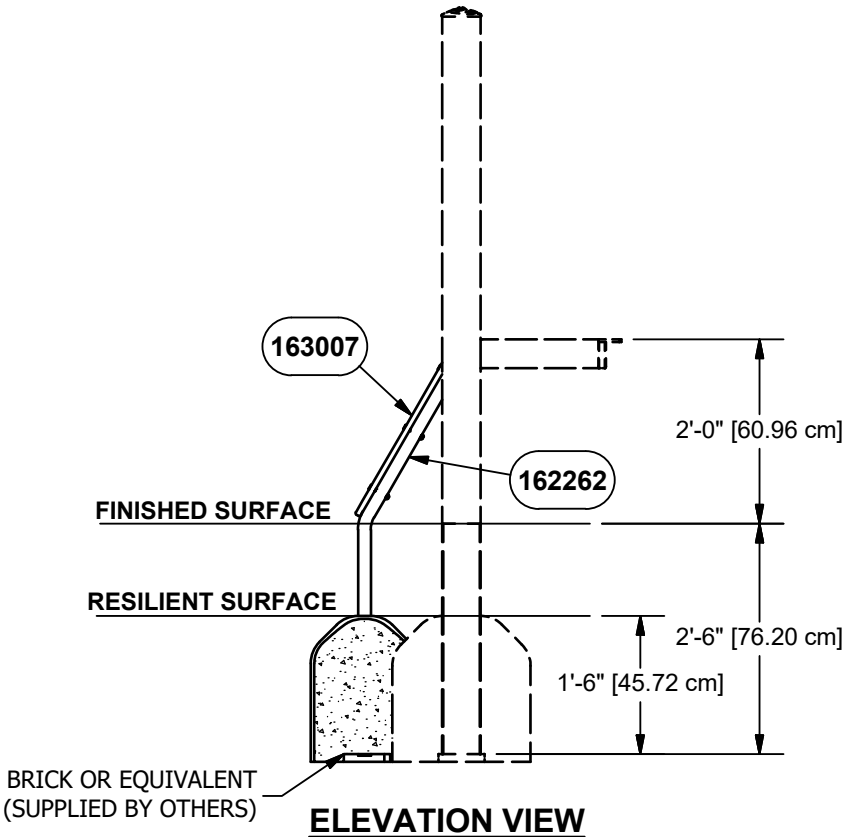
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90249 SHOWN

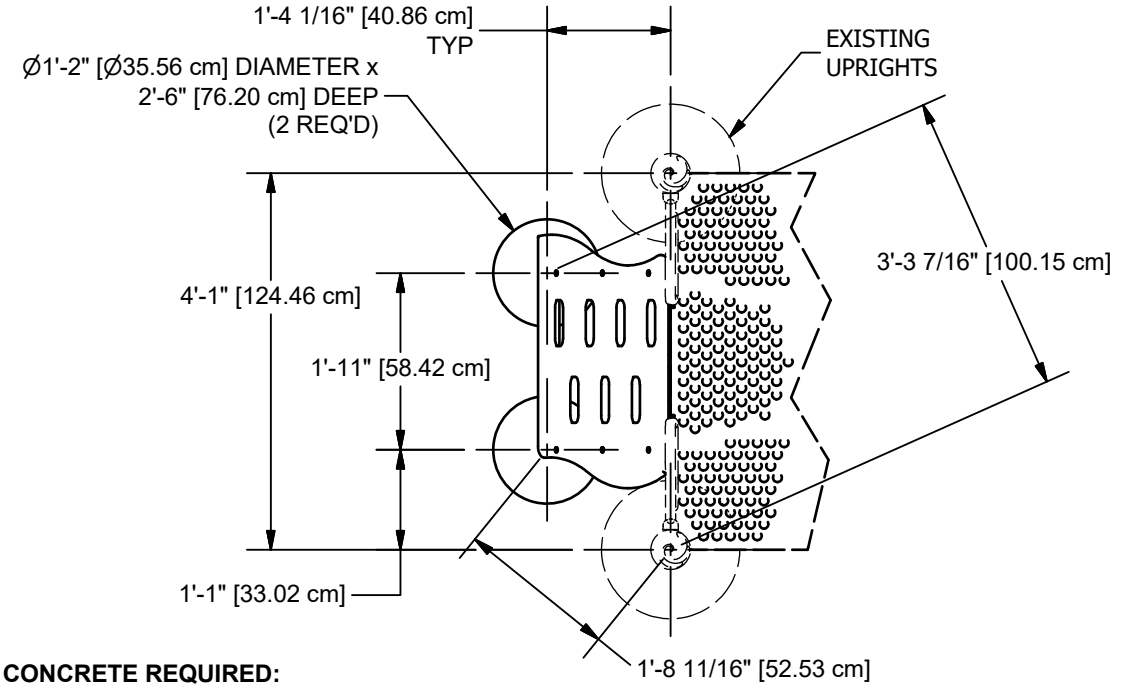
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90249 SHOWN



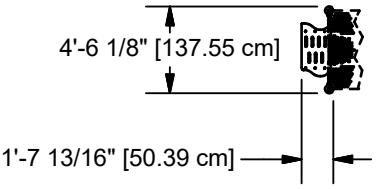
ELEVATION VIEW
90249 SHOWN



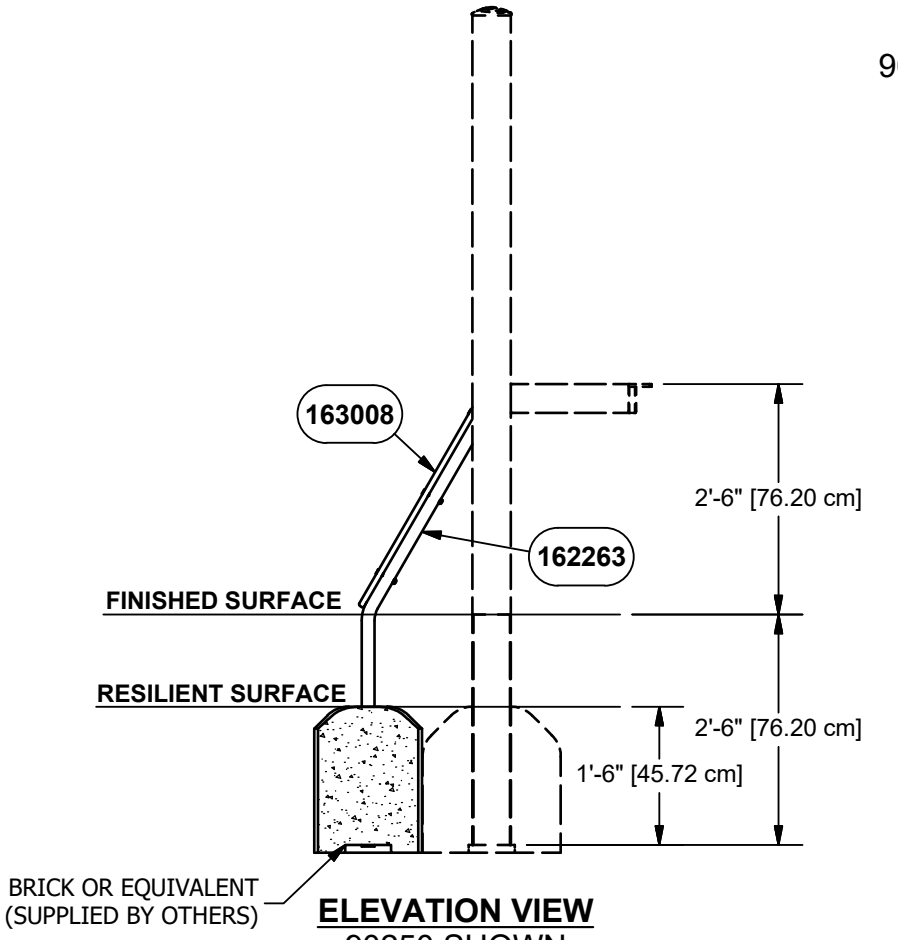
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90250 SHOWN

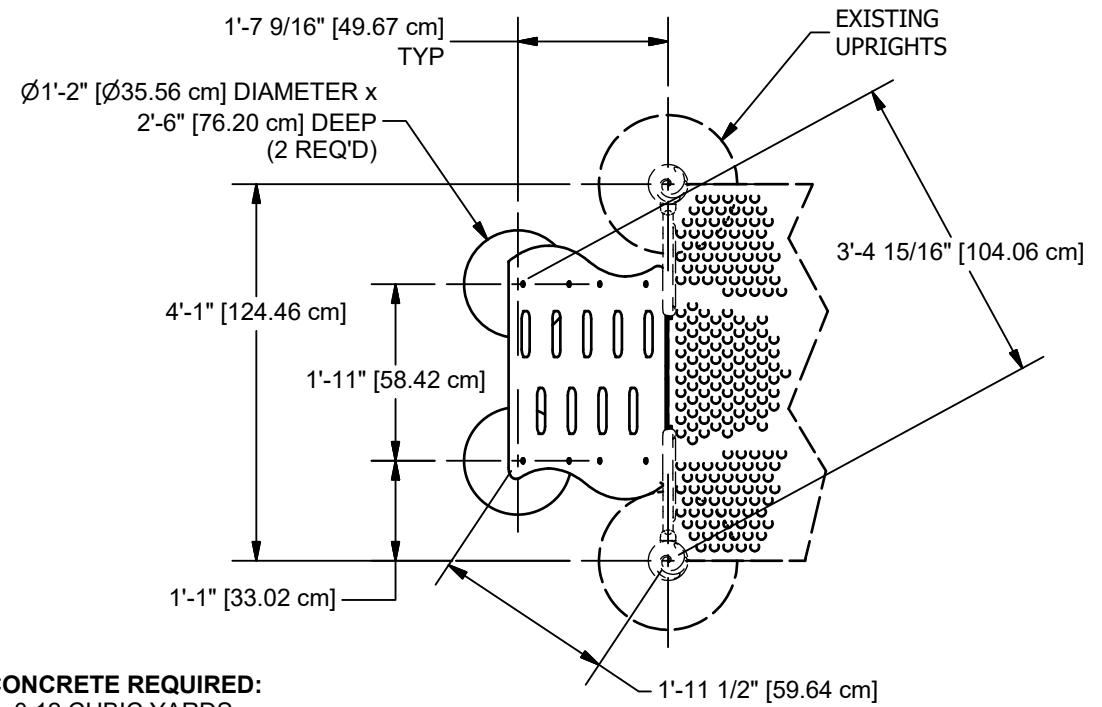
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90250 SHOWN



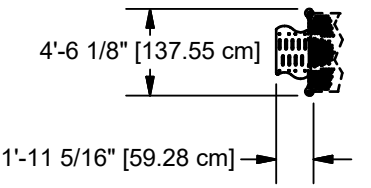
ELEVATION VIEW
90250 SHOWN



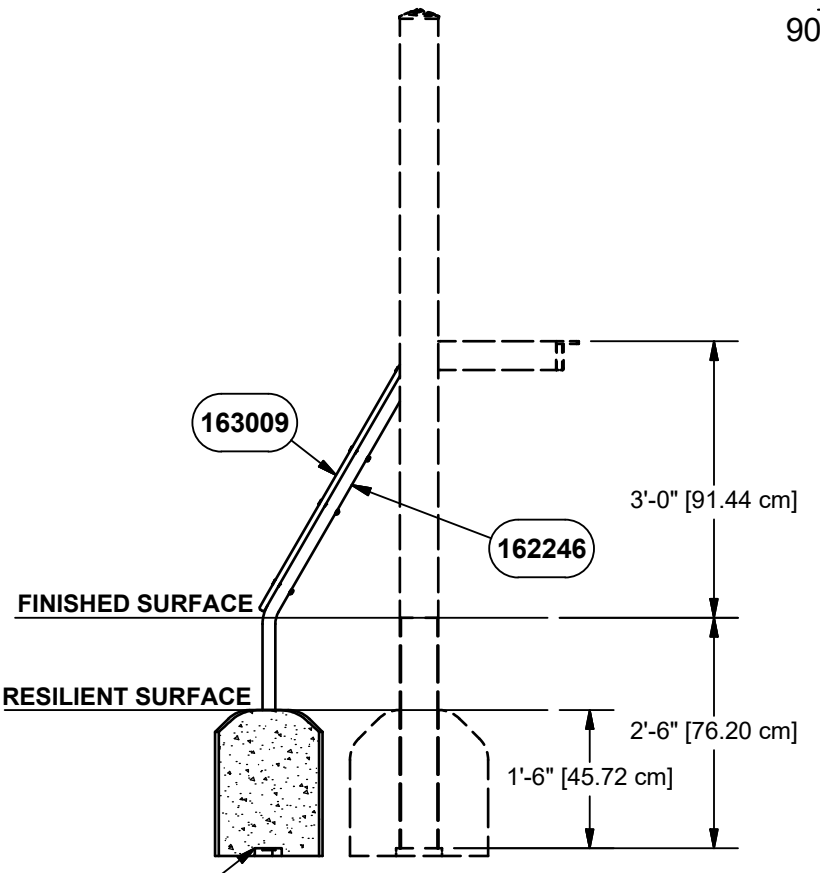
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90251 SHOWN

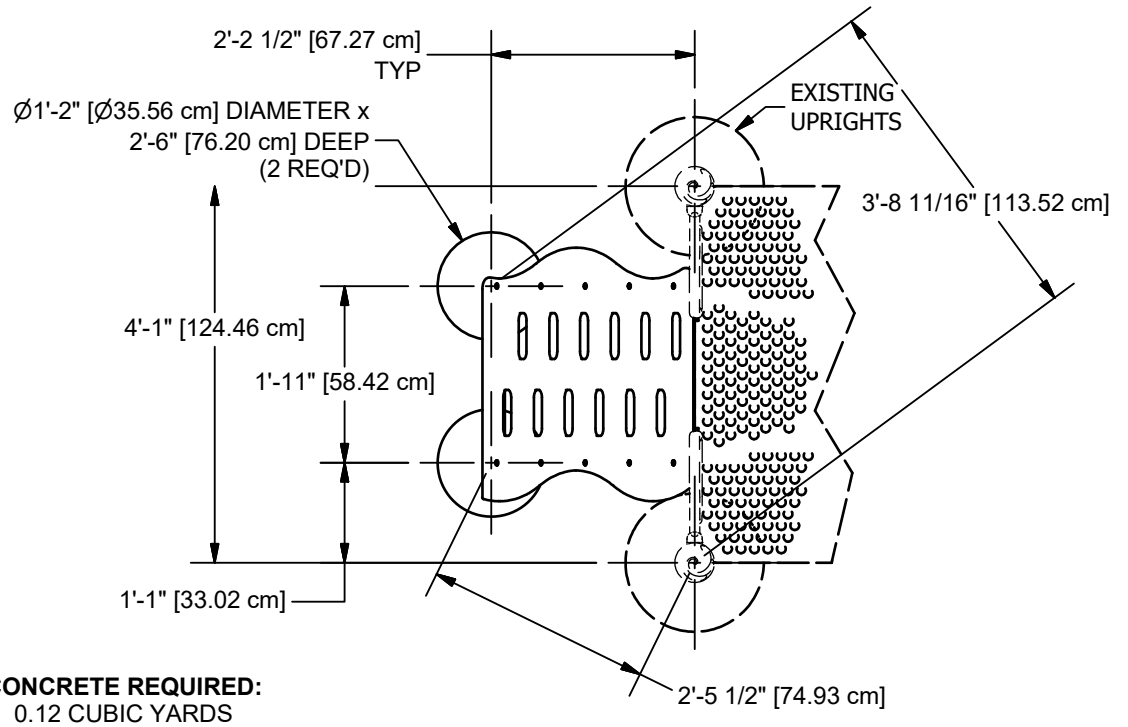
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90251 SHOWN



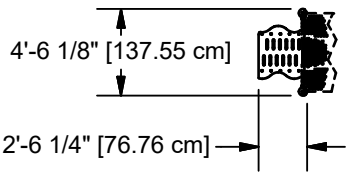
ELEVATION VIEW
90251 SHOWN



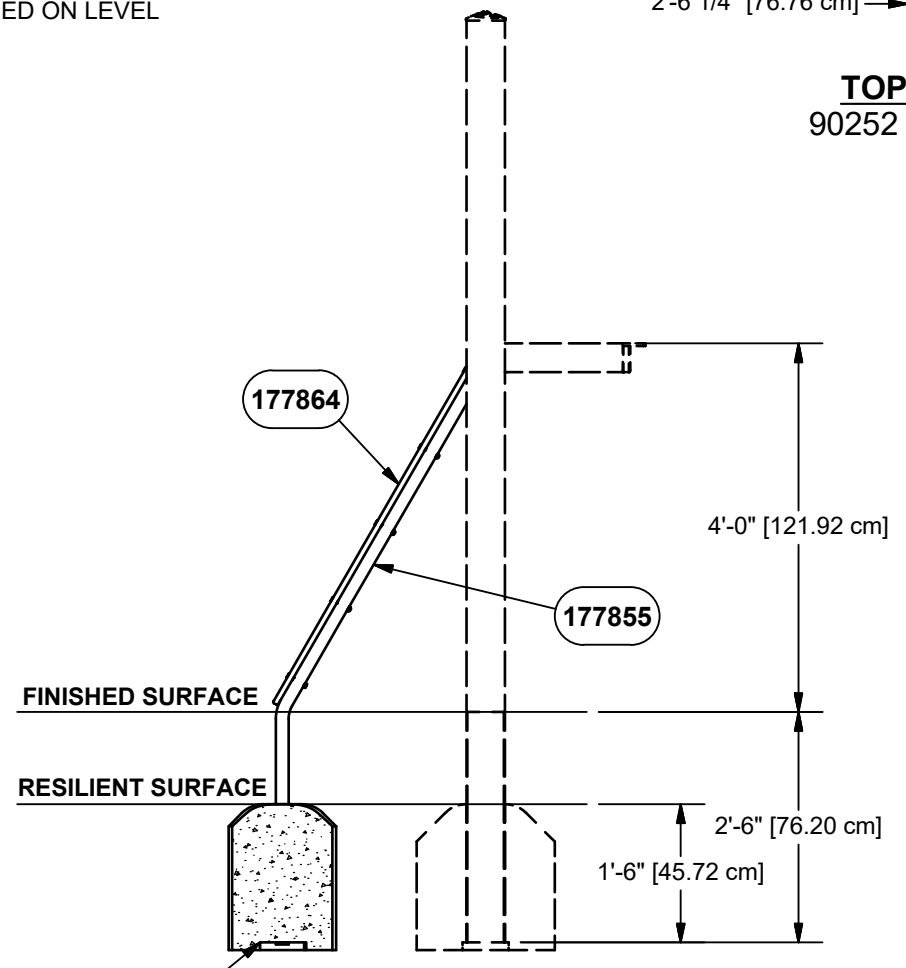
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90252 SHOWN

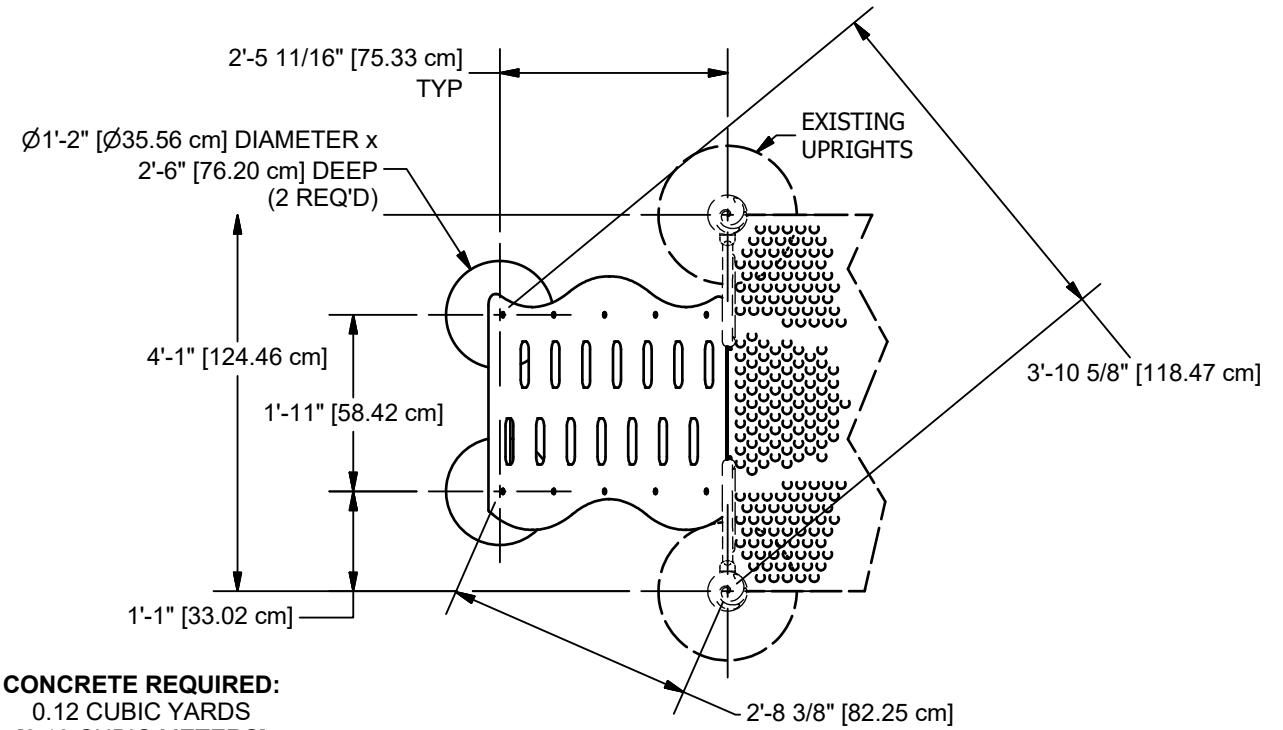
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90252 SHOWN



ELEVATION VIEW
90252 SHOWN



CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90253 SHOWN

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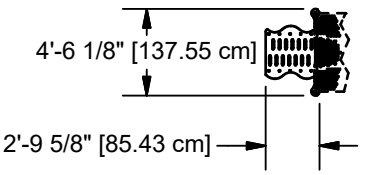
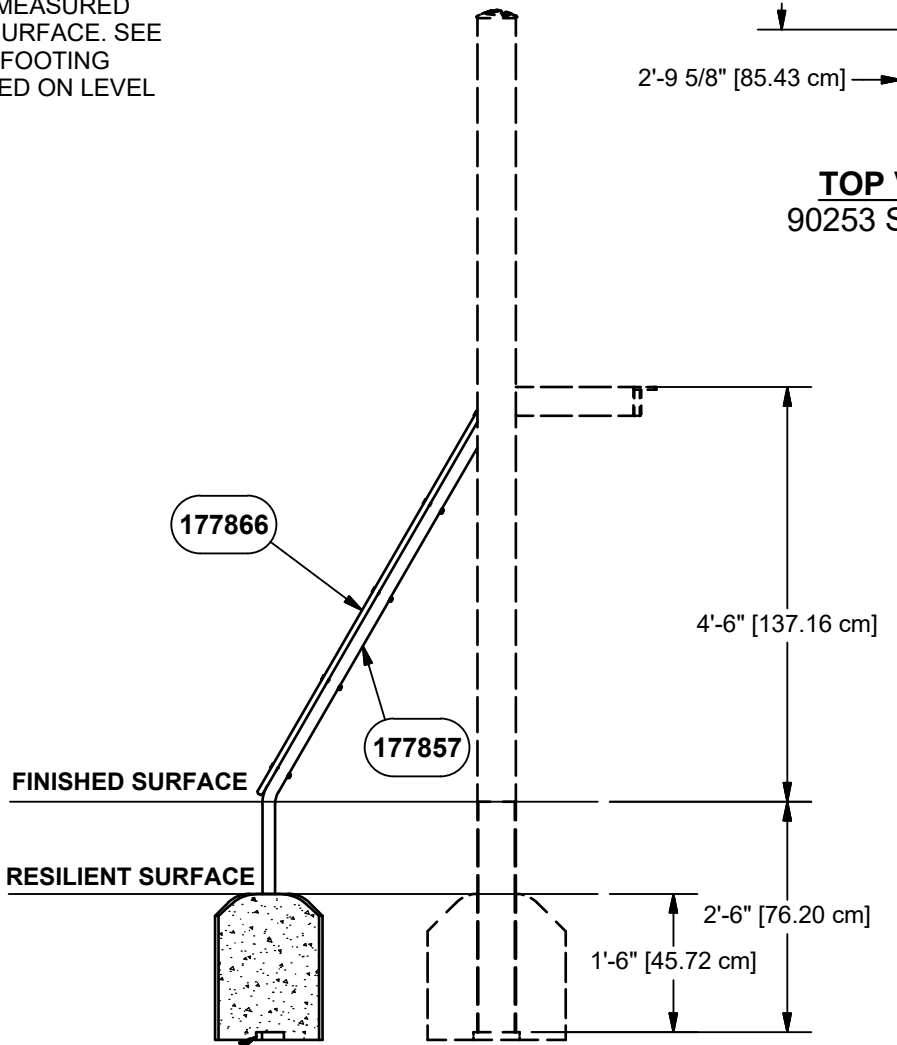
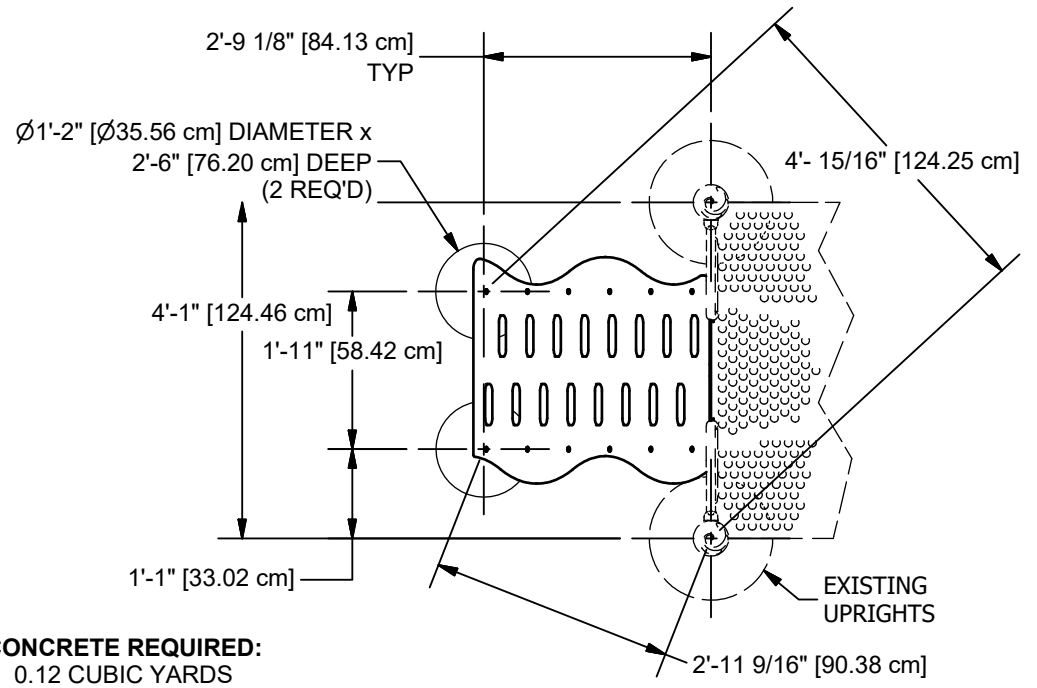


TOP VIEW
90253 SHOWN



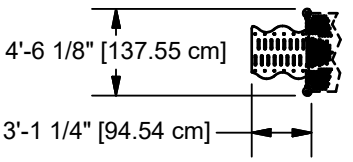
ELEVATION VIEW
90253 SHOWN



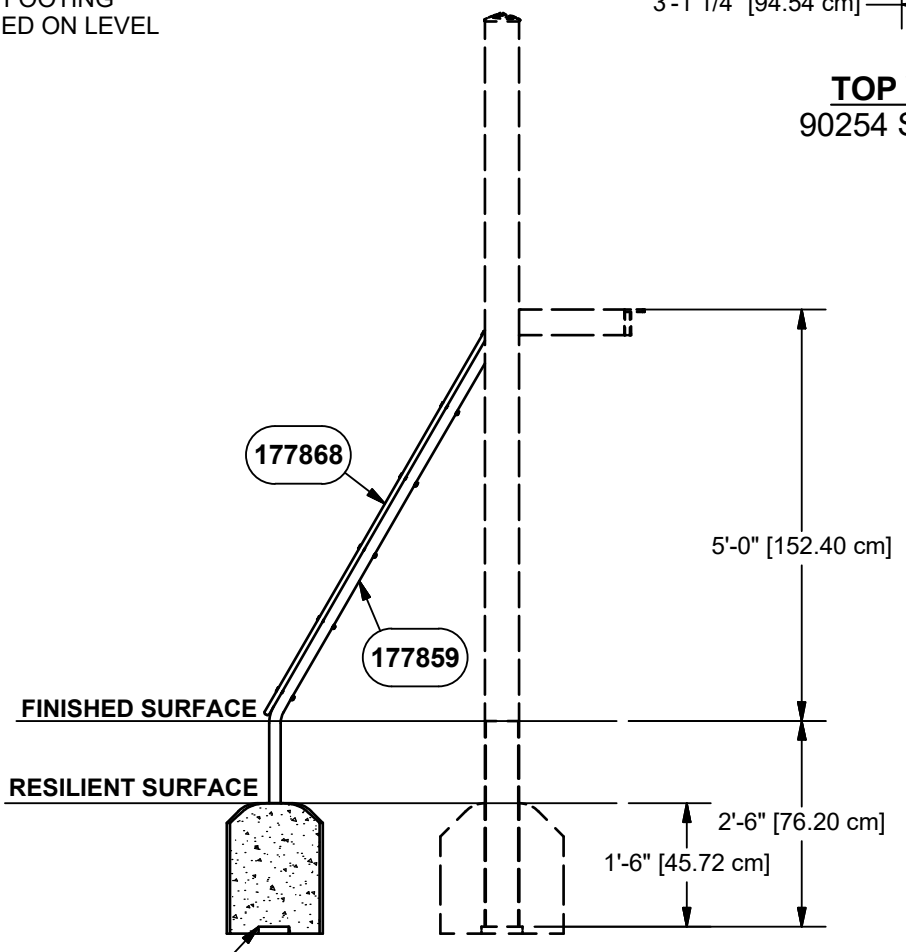
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90254 SHOWN

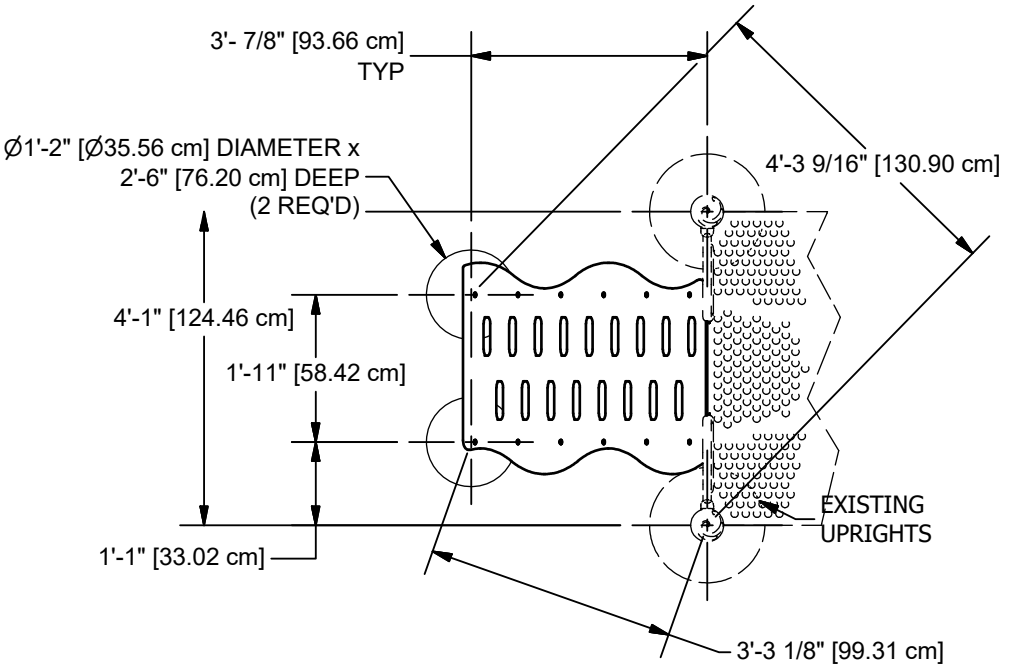
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90254 SHOWN



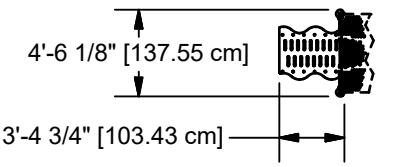
ELEVATION VIEW
90254 SHOWN



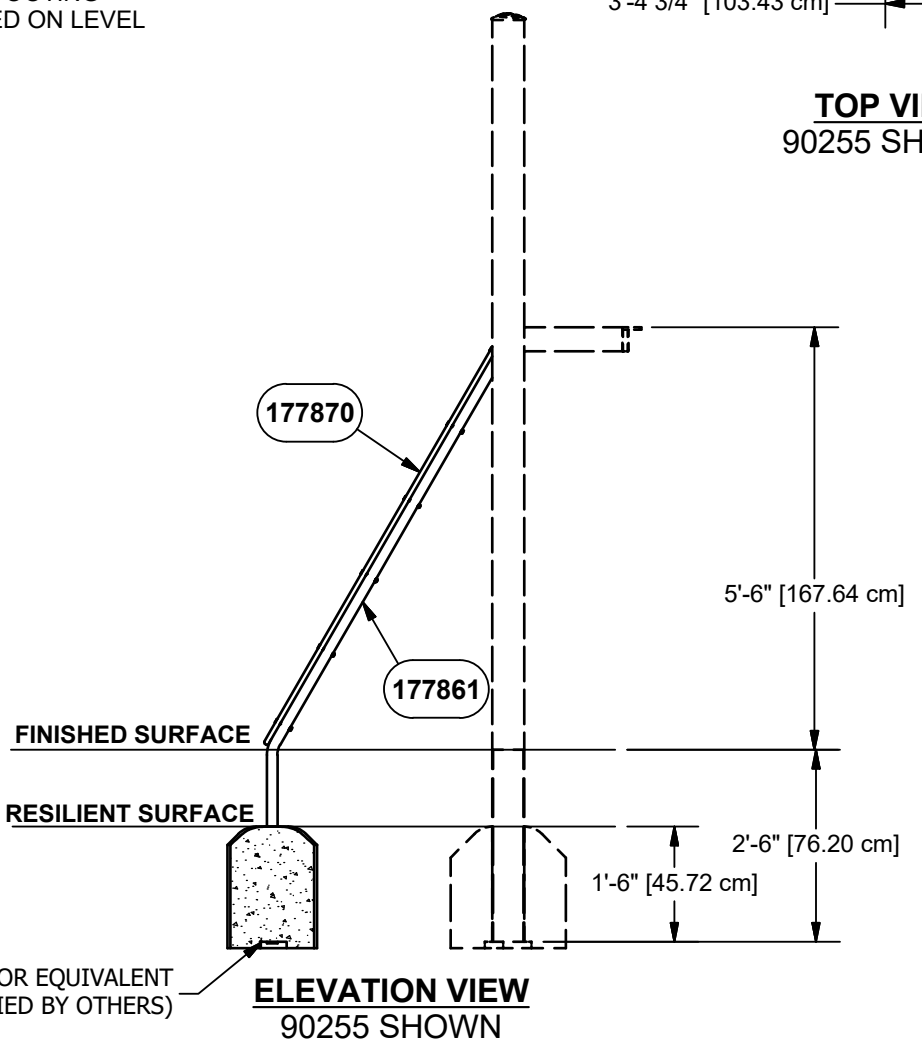
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90255 SHOWN

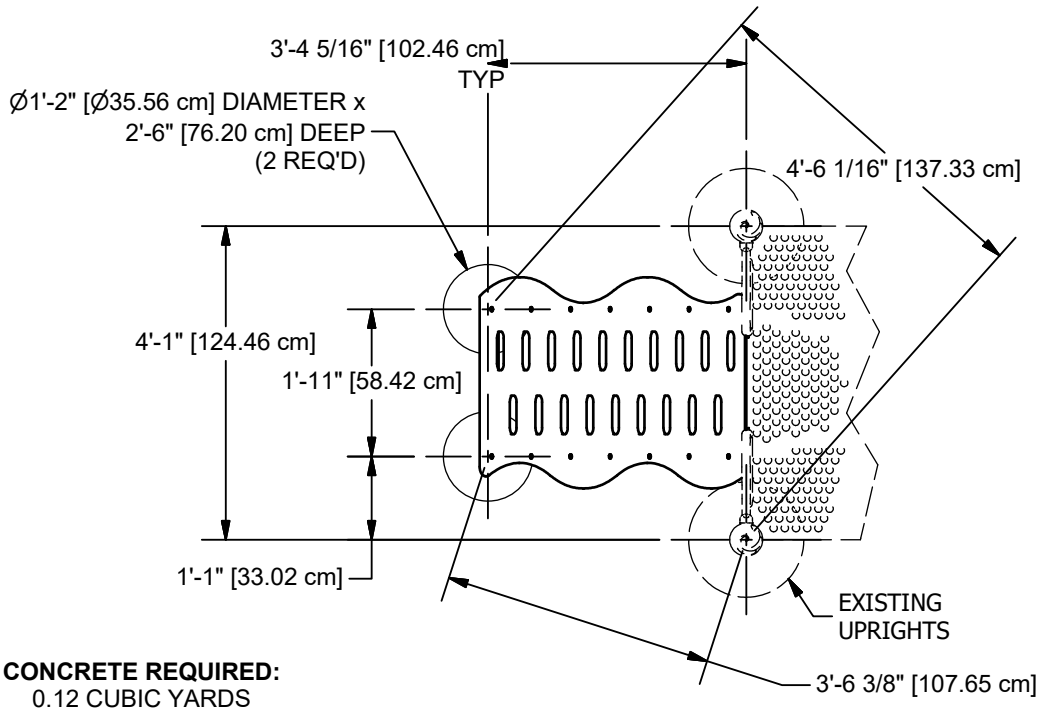
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90255 SHOWN



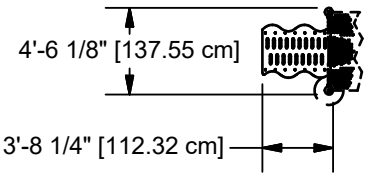
ELEVATION VIEW
90255 SHOWN



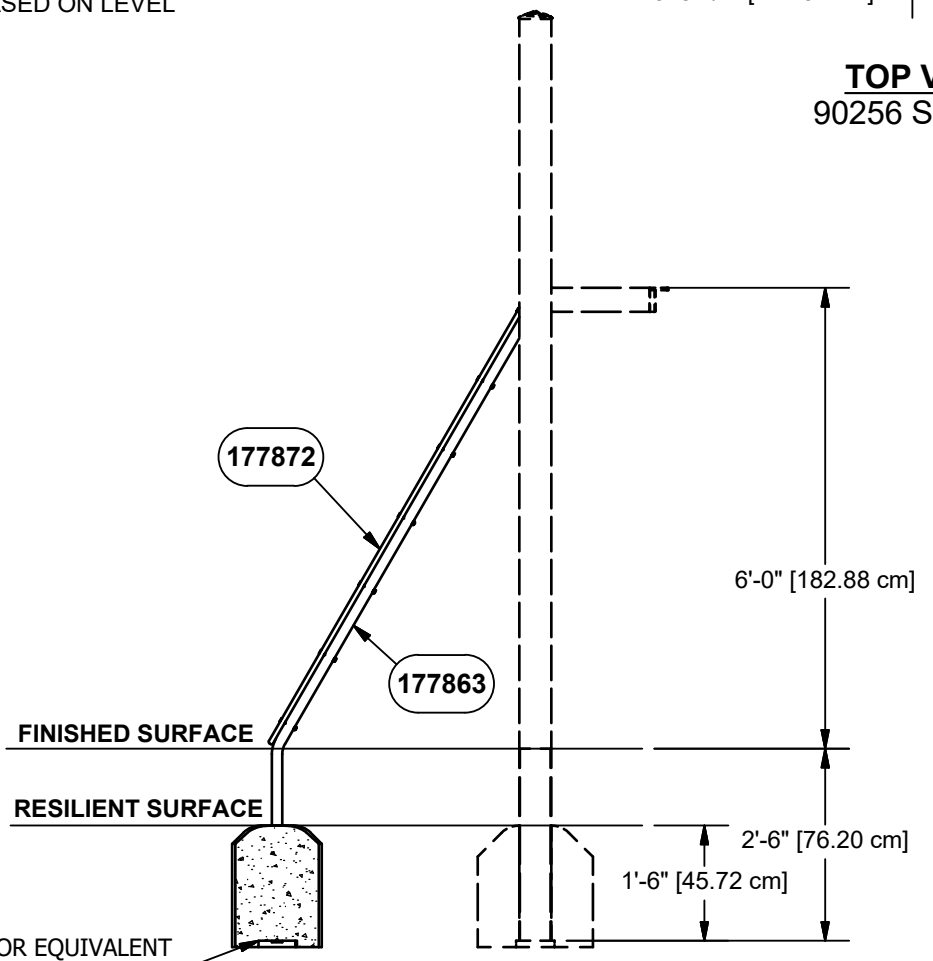
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90256 SHOWN

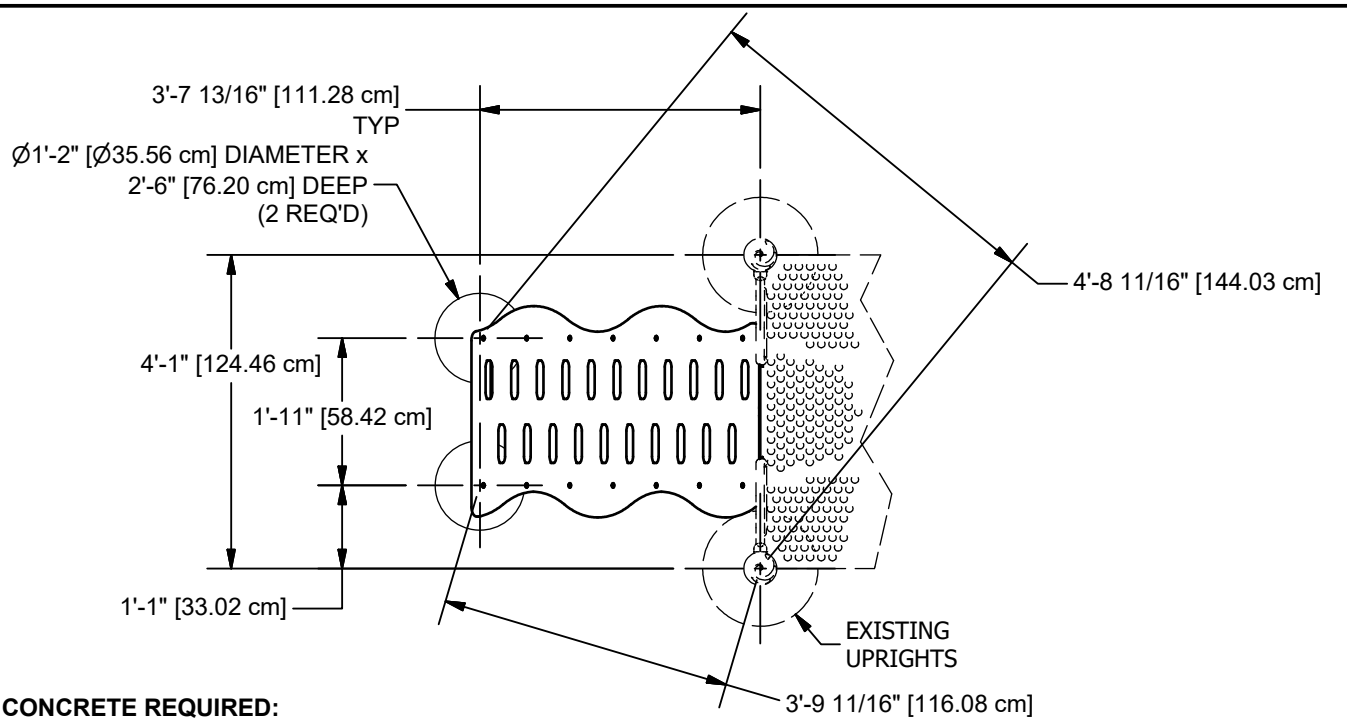
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90256 SHOWN



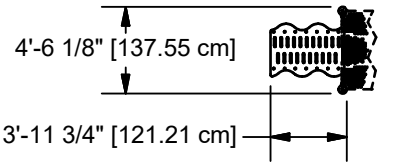
ELEVATION VIEW
90256 SHOWN



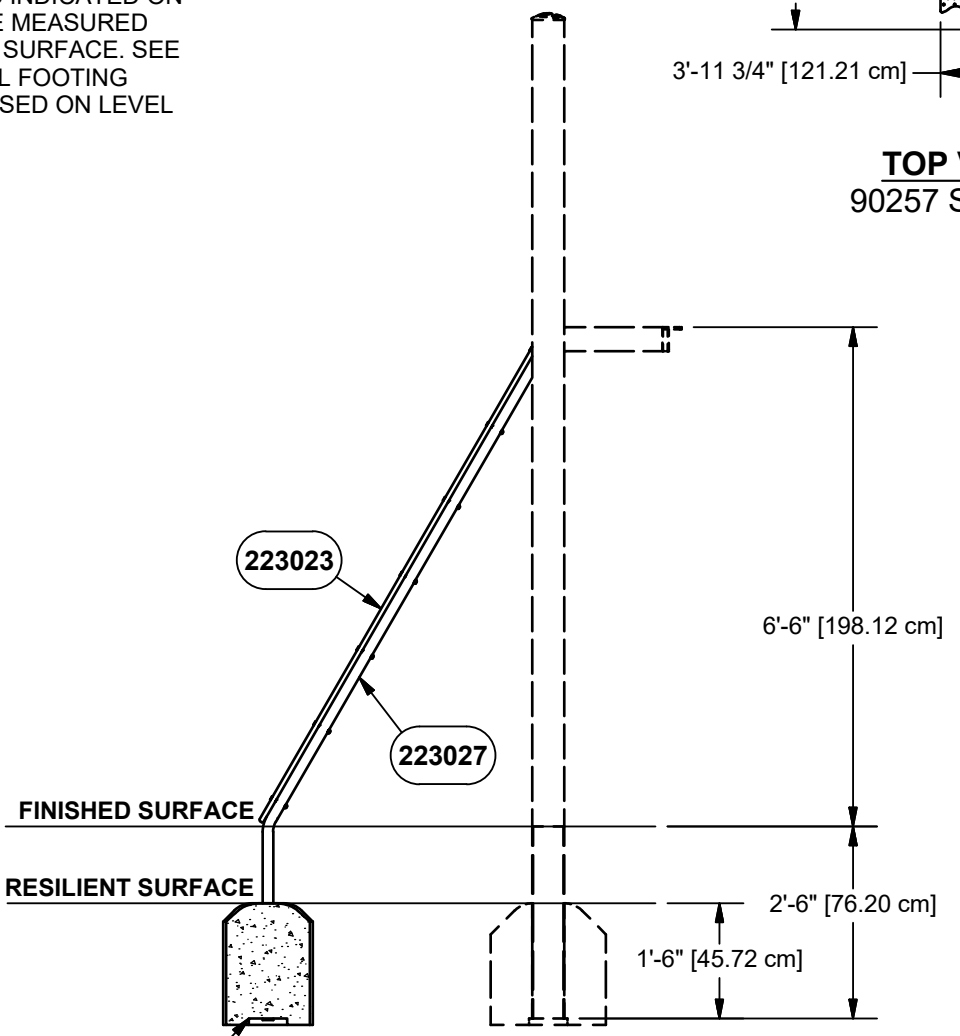
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90257 SHOWN

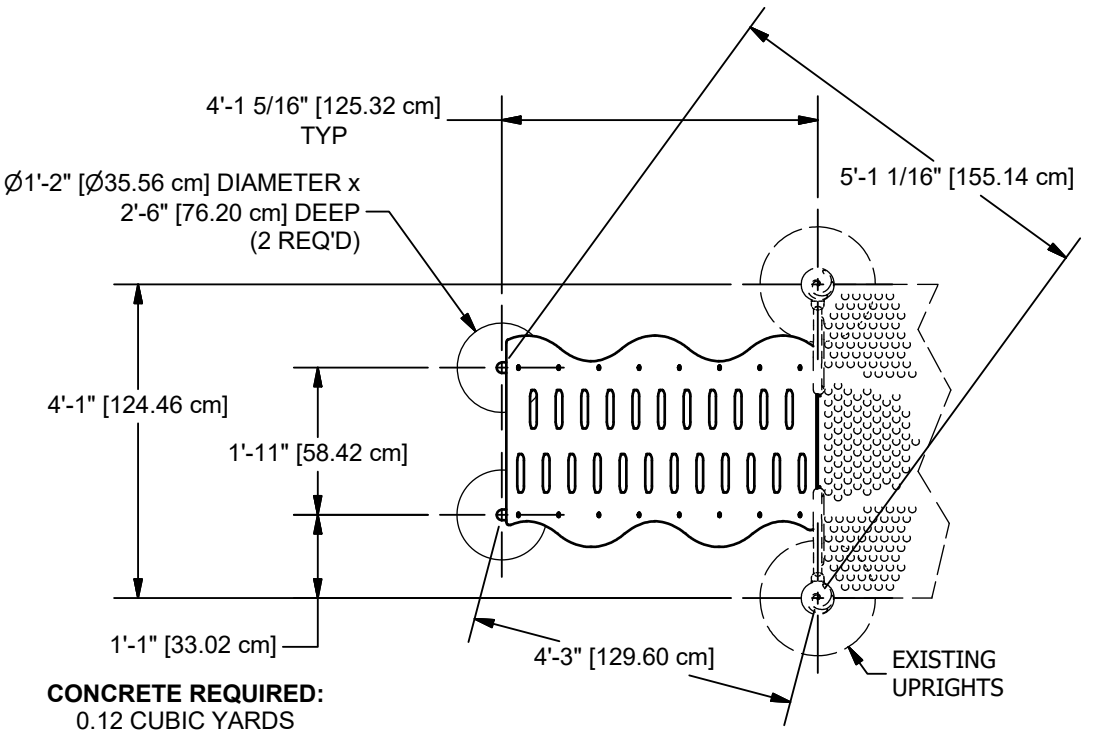
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90257 SHOWN



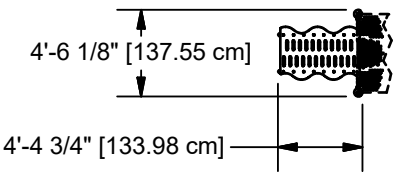
ELEVATION VIEW
90257 SHOWN



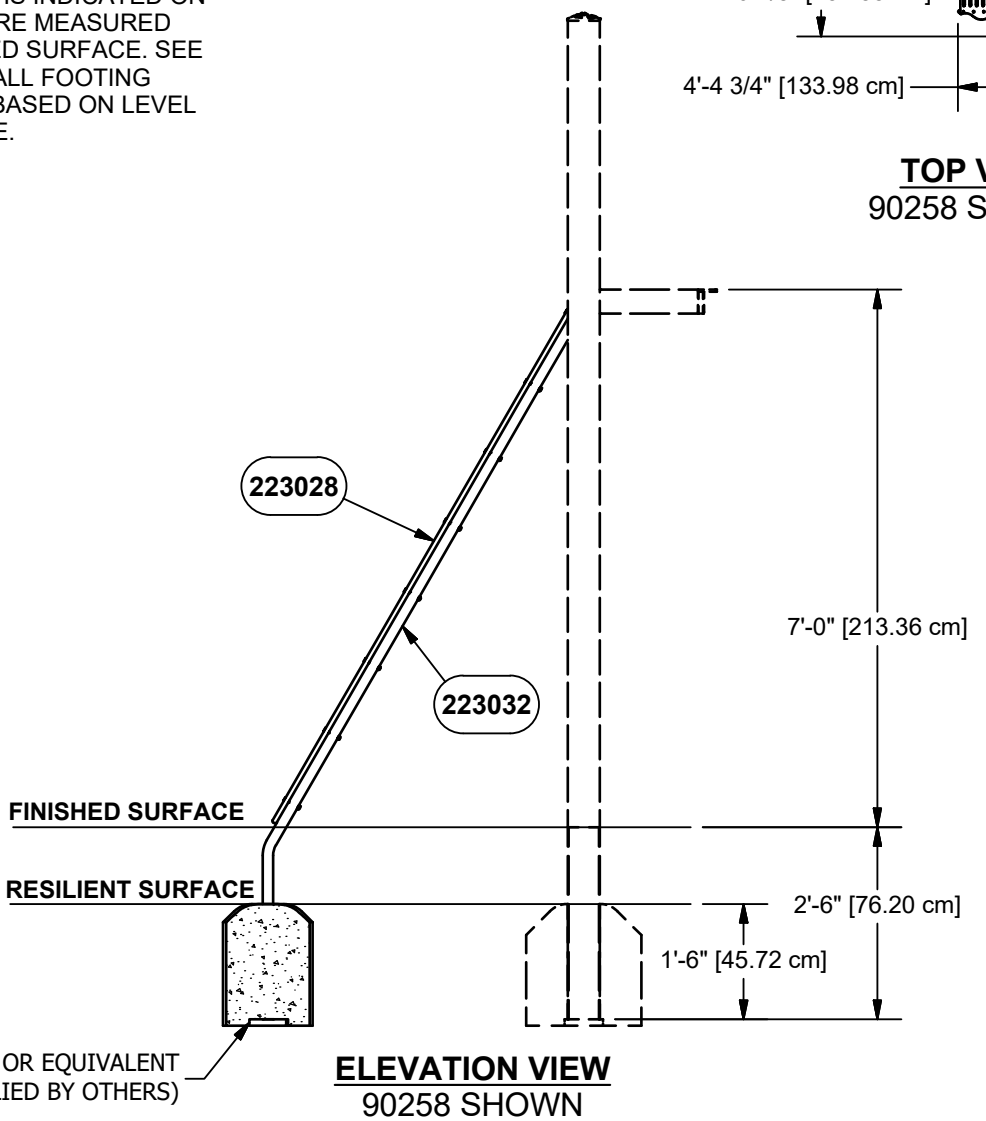
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90258 SHOWN

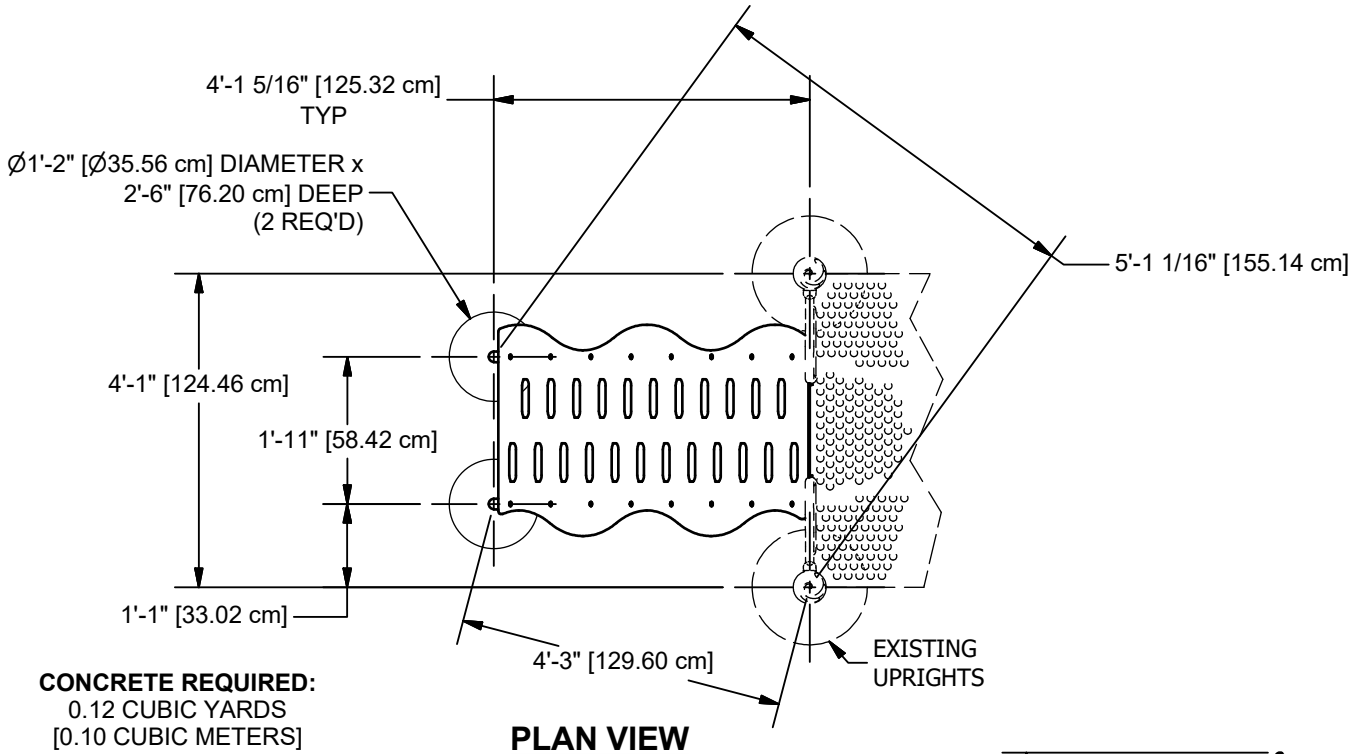
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90258 SHOWN



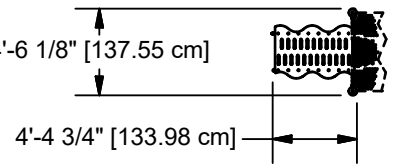
ELEVATION VIEW
90258 SHOWN



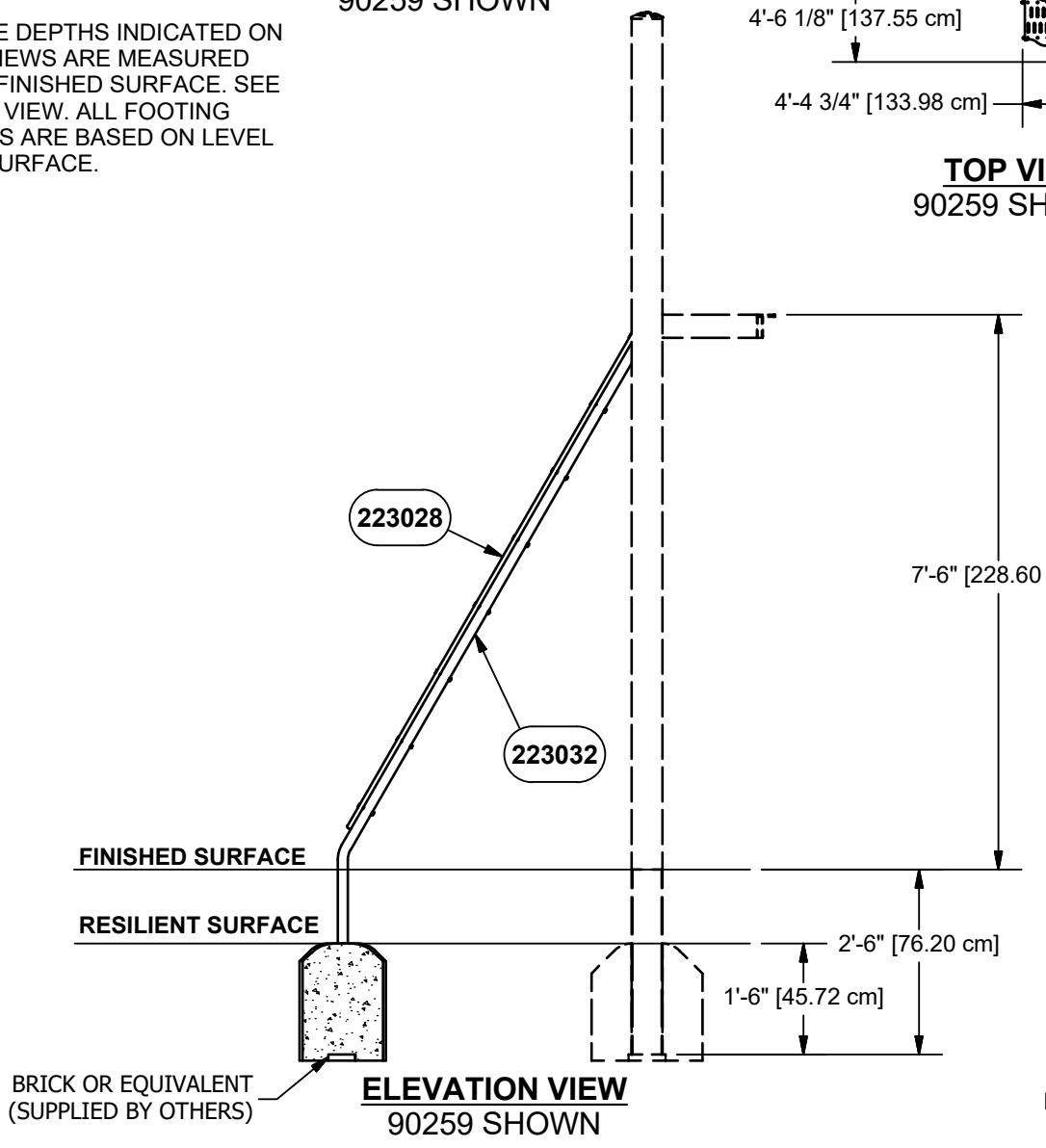
CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

PLAN VIEW
90259 SHOWN

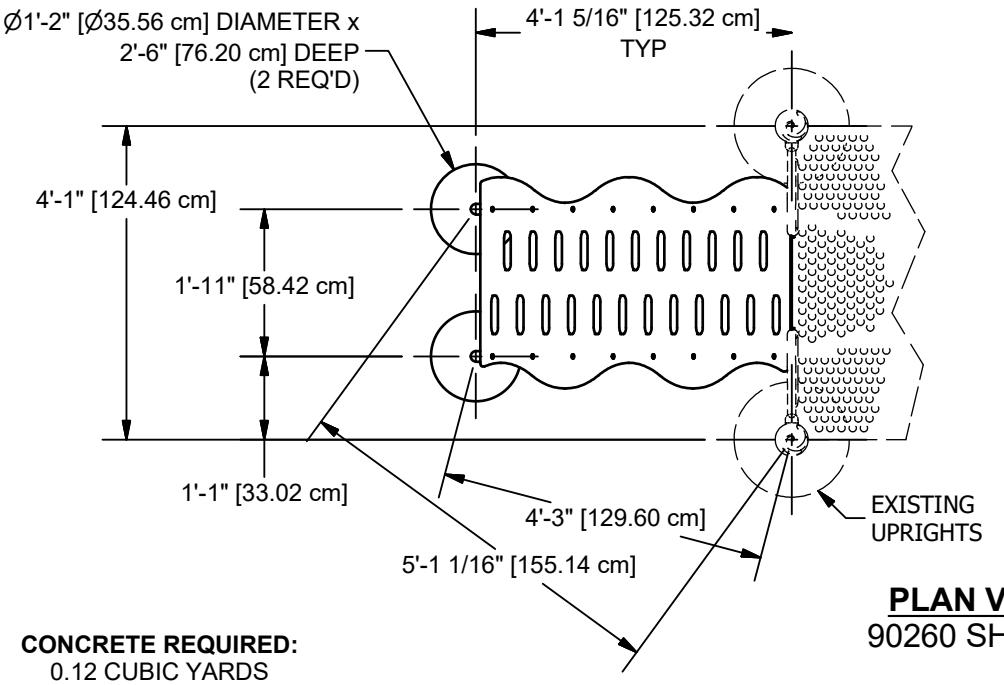
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90259 SHOWN



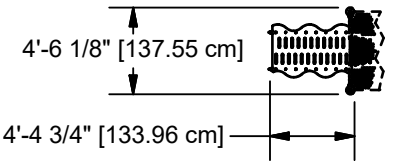
ELEVATION VIEW
90259 SHOWN



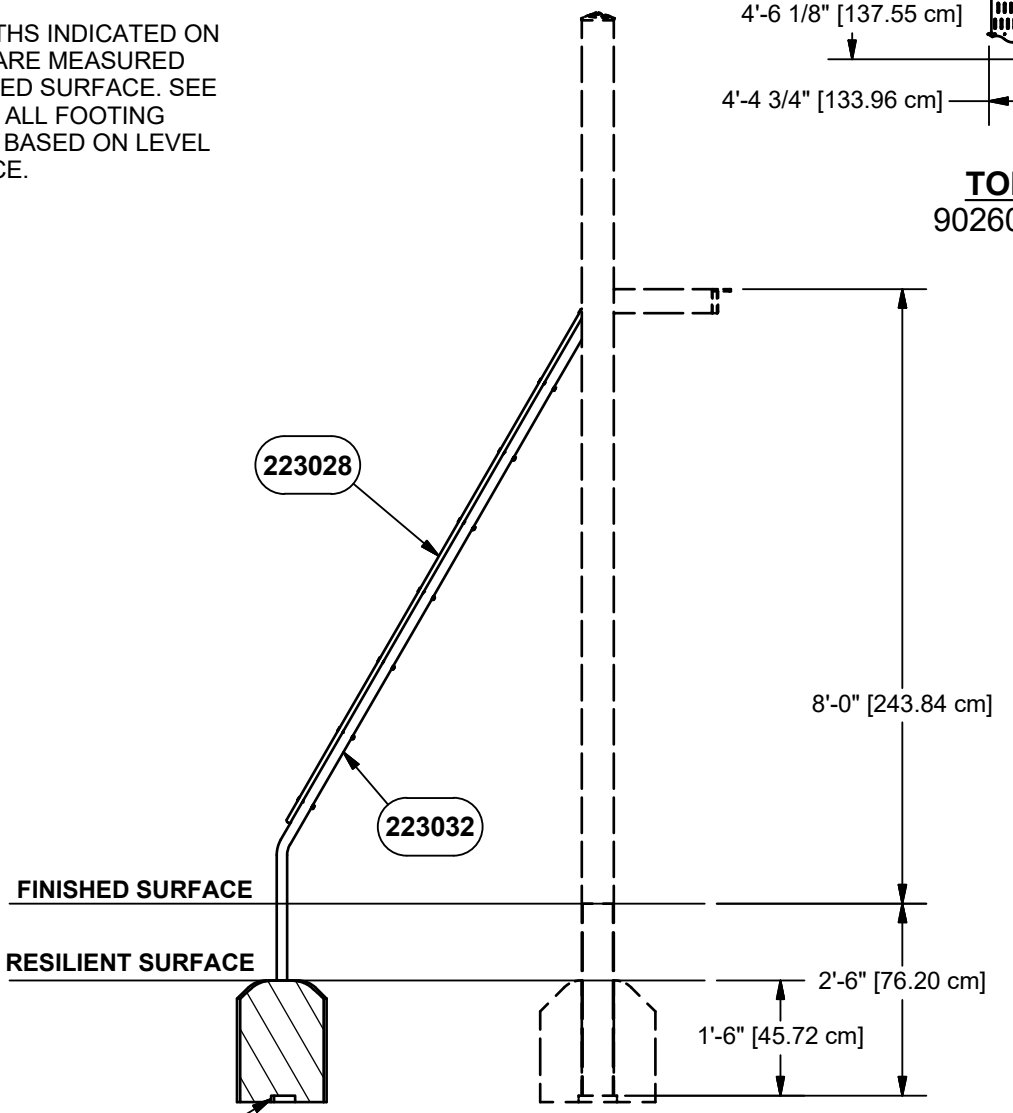
PLAN VIEW
90260 SHOWN

CONCRETE REQUIRED:
0.12 CUBIC YARDS
[0.10 CUBIC METERS]

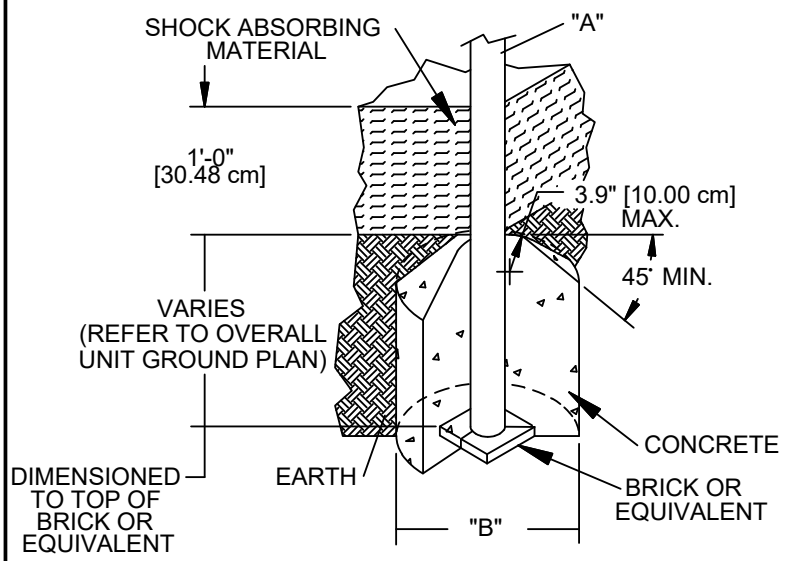
NOTE: HOLE DEPTHS INDICATED ON ALL PLAN VIEWS ARE MEASURED FROM THE FINISHED SURFACE. SEE ELEVATION VIEW. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



TOP VIEW
90260 SHOWN



ELEVATION VIEW
90260 SHOWN

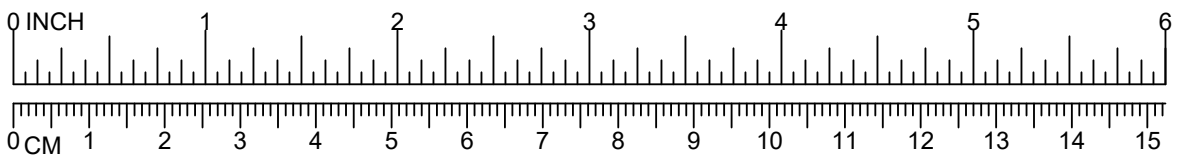


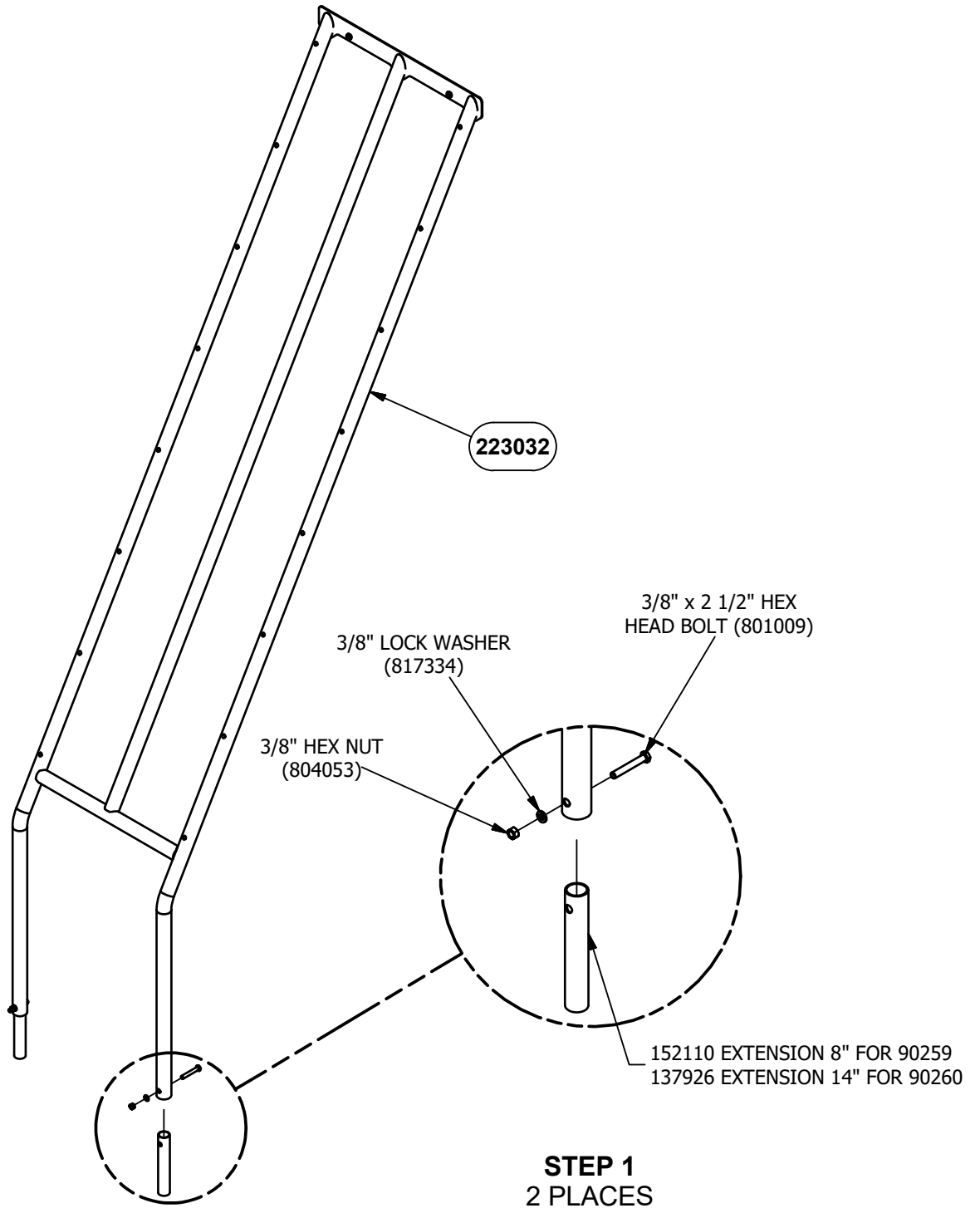
DIA. "A" (PIPE SIZE)	DIA. "B" (FOOTING SIZE)
1 1/16" [2.70 cm]	1'-2" [35.56 cm]
1 5/16" [3.33 cm]	1'-2" [35.56 cm]
1 5/8" [4.13 cm]	1'-2" [35.56 cm]
1 7/8" [4.83 cm]	1'-2" [35.56 cm]
2 3/8" [6.03 cm]	1'-2" [35.56 cm]
3 1/2" [8.89 cm]	1'-6" [45.72 cm]
5" [12.70 cm]	1'-6" [45.72cm]

NOTES:
-SLOPED FOOTING IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1 ONLY
-SUGGESTED MINIMUM CONCRETE RATING: 3000 PSI

SHOCK ABSORBING PROPERTIES OF SURFACING MATERIALS VARY. IF YOU DETERMINE THAT LESS THAN 1'-0" [30.48cm] OF SURFACING IS REQUIRED, MAKE UP THE DIFFERENCE IN ELEVATION WITH EARTH, BEFORE APPLYING SURFACING.

FOOTING DETAIL

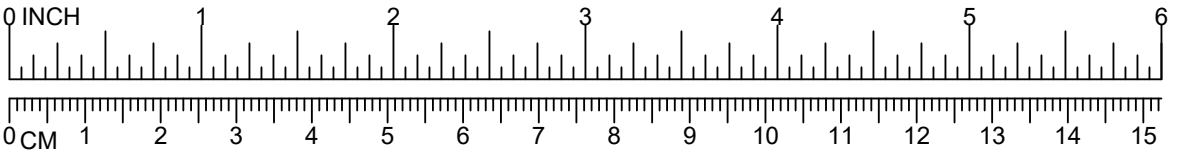


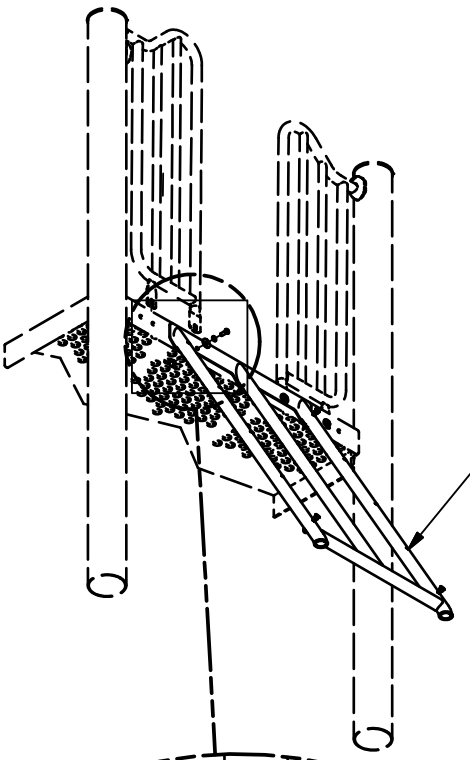


STEP 1
2 PLACES
90259 AND 90260 ONLY

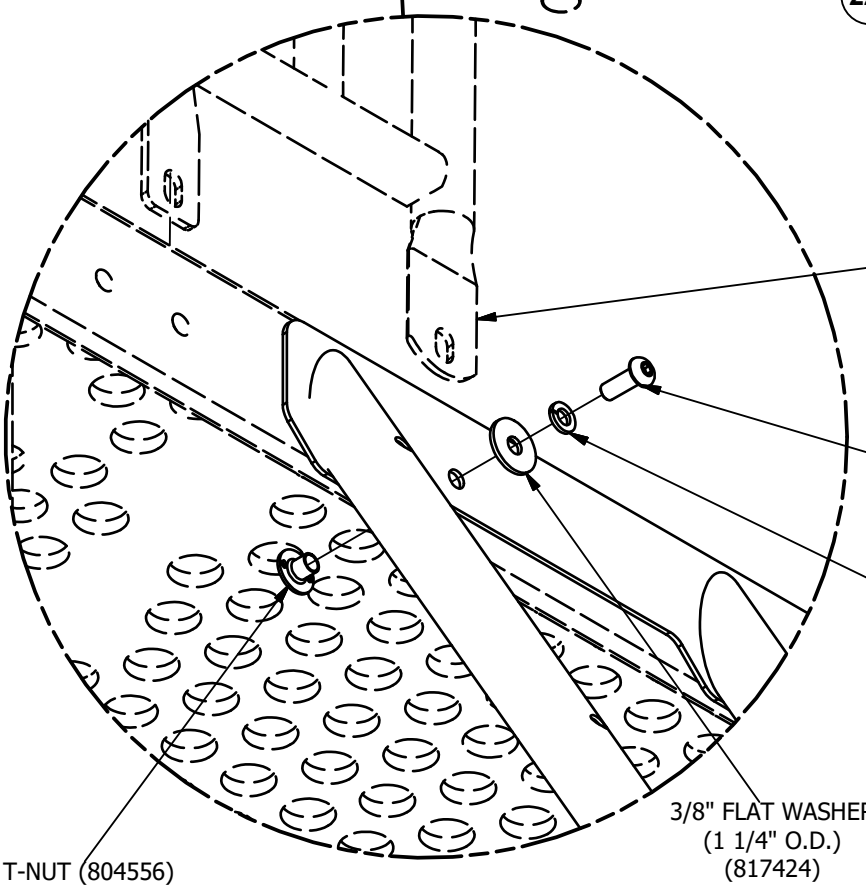
DETAIL VIEW

NOTE: DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.





162262 OR **162263** OR **162246** OR **177855** OR **177857** OR **177859** OR **177861** OR **177863** OR **223027** OR **223032**



STEP 2: INSERT TAB OF ENTRY BARRIER WELD ASSEMBLY INTO SLOT OF DECK

3/8" x 1" P.B.H.C.S. w/PATCH (812050)

3/8" LOCK WASHER (817334)

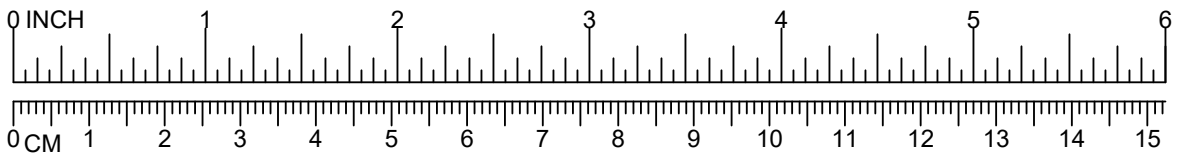
3/8" FLAT WASHER (1 1/4" O.D.) (817424)

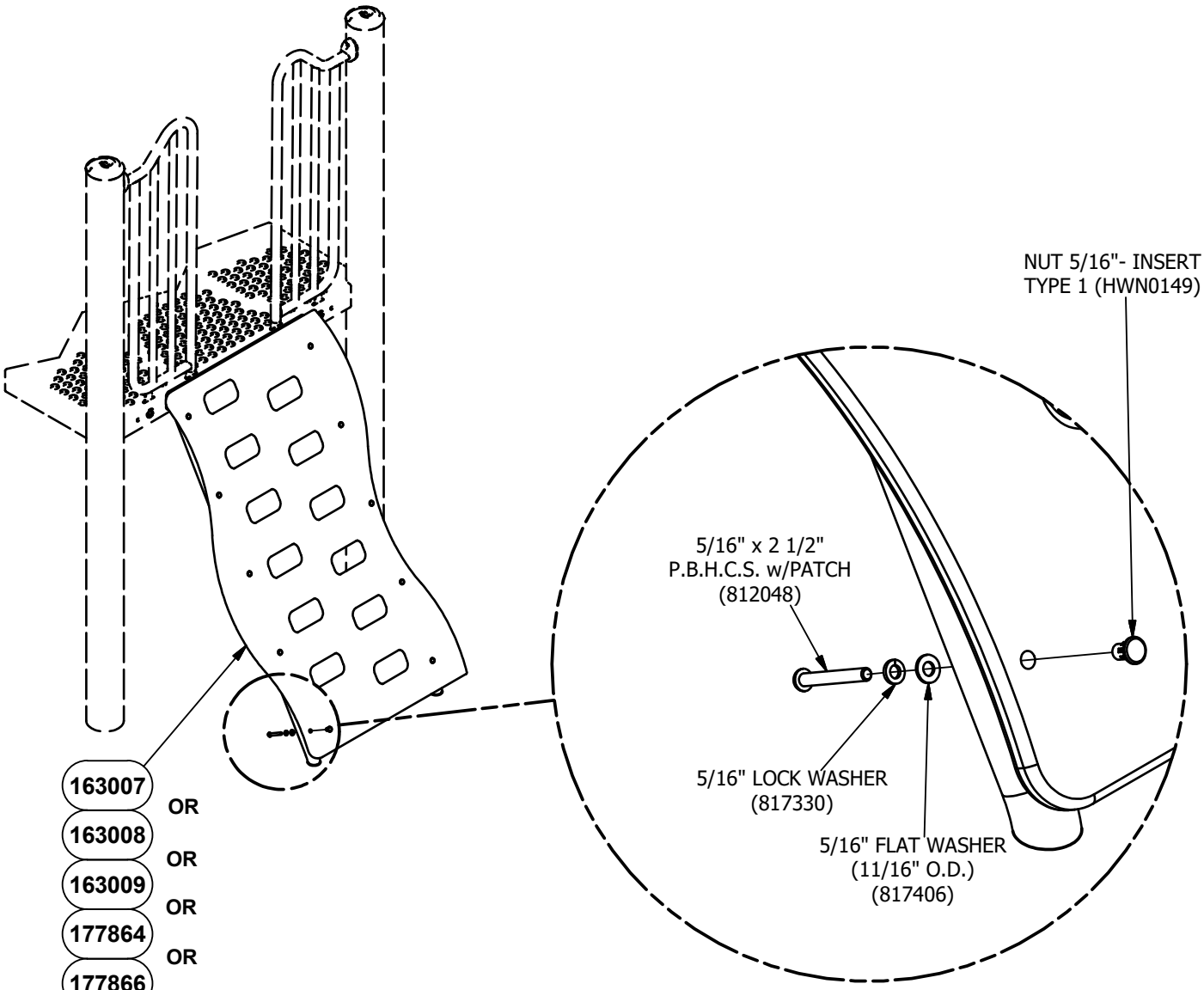
3/8" T-NUT (804556)

STEP 3
2 PLACES

DETAIL VIEW

NOTE: DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.





163007 OR
163008 OR
163009 OR
177864 OR
177866 OR
177868 OR
177870 OR
177872 OR
223023 OR
223028

STEP 2

6 PLACES - (90249)
6 PLACES - (90250)
8 PLACES - (90251)
10 PLACES - (90252)
10 PLACES - (90253)
12 PLACES - (90254)
12 PLACES - (90255)
14 PLACES - (90256)
14 PLACES - (90257)
16 PLACES - (90258)
16 PLACES - (90259)
16 PLACES - (90260)

DETAIL VIEW

NOTE: DO NOT POUR CONCRETE UNTIL ENTIRE STRUCTURE IS COMPLETELY ASSEMBLED AND LEVEL.

Parts List							
DESCRIPTION	90249	90250	90251	90252	90253	90254	PART NUMBER
LEANING WALL PANEL	1	0	0	0	0	0	163007
LEANING WALL PANEL	0	1	0	0	0	0	163008
LEANING WALL PANEL	0	0	1	0	0	0	163009
LEANING WALL PANEL	0	0	0	1	0	0	177864
LEANING WALL PANEL	0	0	0	0	1	0	177866
LEANING WALL PANEL	0	0	0	0	0	1	177868
FRAME ASSEMBLY for LEANING WALL	1	0	0	0	0	0	162262
FRAME ASSEMBLY for LEANING WALL	0	1	0	0	0	0	162263
FRAME ASSEMBLY for LEANING WALL	0	0	1	0	0	0	162246
FRAME ASSEMBLY for LEANING WALL	0	0	0	1	0	0	177855
FRAME ASSEMBLY for LEANING WALL	0	0	0	0	1	0	177857
FRAME ASSEMBLY for LEANING WALL	0	0	0	0	0	1	177859
HARDWARE COMPLETE	1	1	0	0	0	0	223098
HARDWARE COMPLETE	0	0	1	0	0	0	223099
HARDWARE COMPLETE	0	0	0	1	1	0	223100
HARDWARE COMPLETE	0	0	0	0	0	1	223101
3/8" LOCK WASHER	2	2	2	2	2	2	817334*
3/8" FLAT WASHER (1 1/4" O.D.)	2	2	2	2	2	2	817424*
3/8" x 1" P.B.H.C.S. w/PATCH	2	2	2	2	2	2	812050*
NUT 5/16"- INSERT TYPE 1	6	6	8	10	10	12	HWN0149*
5/16" FLAT WASHER (11/16" O.D.)	6	6	8	10	10	12	817406*
5/16" x 2 1/2" P.B.H.C.S. w/PATCH	6	6	8	10	10	12	812048*
5/16" LOCK WASHER	6	6	8	10	10	12	817330*
3/8" T-NUT	2	2	2	2	2	2	804556*

Unless Otherwise Specified, All Units of Measure are Each
** Included in Hardware*

Warning: During Installation, Hardware And Small Parts Are Choking Hazards For Young Children. Store Unused Parts Appropriately Until Assembly Is Completed. Once Assembly Is Completed, Remove Any Unused Parts From The Play Environment And Dispose/Save Them In A Secure Location.

Note: Peen Tee-Nuts and Flatwashers to match radius of pipe after assembly is complete.

Note: Loctite (supplied by others) should be used on any non-patch hardware.

To reduce the risk of clothing entanglement in compliance with ASTM F1487, any bolt end protruding more that two full threads beyond the face of the nut shall be cut-off flush, filed smooth and treated to prevent corrosion.

MAINTENANCE PROCEDURE:

- Periodically check hardware for tightness, and tighten as necessary.

- Always check all parts for breakage or wear, and immediately put equipment out of service until any faulty parts found are repaired or replaced.

- Check all metal parts for rust, paint loss and touch-up if necessary with paint.

- Check for welded areas and verify integrity.

- Check periodically resilient surfacing for appropriate depth and remove extraneous materials that could cause injury, infection, or disease.

- Maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment.

Parts List							
DESCRIPTION	90255	90256	90257	90258	90259	90260	PART NUMBER
LEANING WALL PANEL	1	0	0	0	0	0	177870
LEANING WALL PANEL	0	1	0	0	0	0	177872
LEANING WALL PANEL	0	0	1	0	0	0	223023
LEANING WALL PANEL	0	0	0	1	1	1	223028
FRAME ASS'Y for LEANING WALL	1	0	0	0	0	0	177861
FRAME ASS'Y for LEANING WALL	0	1	0	0	0	0	177863
FRAME ASS'Y for LEANING WALL	0	0	1	0	0	0	223027
FRAME ASS'Y for LEANING WALL	0	0	0	1	1	1	223032
HARDWARE COMPLETE	1	0	0	0	0	0	223101
HARDWARE COMPLETE	0	1	1	0	0	0	223102
HARDWARE COMPLETE	0	0	0	1	0	0	223103
HARDWARE COMPLETE	0	0	0	0	1	0	223104
HARDWARE COMPLETE	0	0	0	0	0	1	223105
3/8" LOCK WASHER	2	2	2	2	4	4	817334*
3/8" FLAT WASHER (1 1/4" O.D.)	2	2	2	2	2	2	817424*
3/8" x 1" P.B.H.C.S. w/PATCH	2	2	2	2	2	2	812050*
NUT 5/16"- INSERT TYPE 1	12	14	14	16	16	16	HWN0149*
5/16" FLAT WASHER (11/16" O.D.)	12	14	14	16	16	16	817406*
5/16" x 2 1/2" P.B.H.C.S. w/PATCH	12	14	14	16	16	16	812048*
5/16" LOCK WASHER	12	14	14	16	16	16	817330*
3/8" T-NUT	2	2	2	2	2	2	804556*
3/8" x 2 1/2" HEX HEAD BOLT	0	0	0	0	2	2	801009*
3/8" HEX NUT	0	0	0	0	2	2	804053*
EXTENSION 8"	0	0	0	0	2	0	152110*
EXTENSION 14"	0	0	0	0	0	2	137926*

Unless Otherwise Specified, All Units of Measure are Each
** Included in Hardware*

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- Periodically check hardware for tightness, and tighten as necessary.

- Always check all parts for breakage or wear, and immediately put equipment out of service until any faulty parts found are repaired or replaced.

- Check all metal parts for rust, paint loss and touch-up if necessary with paint.

- Check for welded areas and verify integrity.

- Check periodically resilient surfacing for appropriate depth and remove extraneous materials that could cause injury, infection, or disease.

- Maintain detailed installation, inspection, maintenance, and repair records for each public-use playground equipment.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director of Adult Education
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement between Burbank Adult School and Telemedcore

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Background:

Burbank Adult School (BAS) has committed to providing high-quality instruction to ensure that all its students acquire the skills to become successful individuals in the community. With this mission in mind, BAS medical instructors have researched and piloted a new learning platform, Telemedcore. Developed by industry experts and exclusively designed for adult learners, Telemedcore provides resources for students in the medical field, specifically for students in Clinical Medical Assistant, Certified Nurse Assistant, and Medical Terminolgy classes. This platform is designed to support adult learners with clinical practice management and independent practice to ensure students are ready for the job market. This allows adult educators to create customized assignments for individual students or an entire class, and the flexibility to deploy them on-site or via distance learning.

Discussion/Issues:

Having piloted Telemedcore software in the Medical Terminology class, BAS instructors believe that this software will enhance the student learning experience at BAS. Teachers in the medical courses can use the software as a supplement curriculum to ensure better performance when students work towards their goals. When using the Telemedcore Software, students can work on their own, completing asynchronous work which will expand and reinforce their learning. Students are assigned seats on the platform, allowing them access to extra curricular activities that they can complete in class or during their free time at work or home, increasing the level of engagement and keeping them on target to accomplish their goals. Everything is constantly changing in the healthcare industry, and we have to change with it in order to continue offering a unique learning experience for our adult learners.

Fiscal Impact:

Not to exceed $58,012.50 paid from the California Adult Education funds.

Recommendation:

Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the agreement between Burbank Adult School and Telemedcore effective immediately, 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.

Telemedcore
2108 N ST STE N, Sacramento, CA 95816
contact@telemedcore.com · telemedcore.com VERSION 1.2

EDUCATIONAL INSTITUTION SEAT LICENSE AGREEMENT

TELEMEDCORE PLATFORM — SOFTWARE AS A SERVICE

Agreement Version	1.2
Effective Date (MM/DD/YYYY)	08/01/2026
Agreement Number	EDU- SLA-TMC-BUR-001

> **IMPORTANT NOTICE:** This Agreement constitutes a legally binding contract. Each party should review this Agreement with qualified legal counsel before executing.

PARTIES

LICENSOR: Telemedcore, with its principal place of business at 2108 N ST STE N, Sacramento, CA 95816 ("Company," "Licensor," "we," "us," or "our").

LICENSEE:

Institution Legal Name
DBA / Common Name ***(if applicable)***
Street Address
Address Line 2 ***(Suite, Bldg., Dept.)***
City
State
ZIP Code

State of Incorporation / Organization
Tax ID / EIN (XX-XXXXXXX)
Authorized Representative
Title

("Institution," "Licensee," "Client," "you," or "your").

Each individually a "Party" and collectively the "Parties."

RECITALS

WHEREAS, Company has developed and operates a multi-tenant, cloud-based clinical practice management platform, Telemedcore (the "Platform"), designed, among other uses, to serve as a clinical practice management training and simulation tool for healthcare and nursing educational institutions; and

WHEREAS, Institution is an accredited educational institution offering healthcare, nursing, medical billing, health information management, or related programs and desires to license access to the Platform for educational and training purposes on a per-seat, annual basis; and

WHEREAS, the Parties desire to set forth the terms and conditions under which Institution and its Authorized Users shall access and use the Platform;

NOW, THEREFORE, in consideration of the mutual covenants, promises, and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1 — DEFINITIONS

1.1 "**Academic Term**" means a semester, quarter, trimester, or other instructional period as defined by Institution's academic calendar and communicated to Company in writing.

1.2 "**Authorized User**" means any individual who is (a) a current student enrolled in an Eligible Program at Institution, (b) a faculty member, instructor, teaching assistant, or adjunct professor employed by or contracted with Institution for the purpose of delivering instruction in an Eligible Program, or (c) an administrative staff member designated by Institution's Authorized Representative, in each case who has been assigned credentials to access the Platform under this Agreement.

1.3 "**Confidential Information**" means all non-public information disclosed by either Party to the other, whether orally, in writing, or electronically, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and circumstances of disclosure, including but not limited to: business plans, pricing, technical data, software code, trade secrets, customer lists, financial information, security configurations, and the terms of this Agreement. Confidential Information does not include information that: (a) is or becomes publicly available through no fault of the receiving Party; (b) was known to the receiving Party prior to disclosure without obligation of confidentiality; (c) is independently developed by the receiving Party without use of the disclosing Party's Confidential Information; or (d) is rightfully obtained from a third party without restriction on disclosure.

1.4 "**Documentation**" means all user manuals, training materials, help files, API documentation, release notes, and other instructional materials made available by Company in connection with the Platform, whether in electronic or printed form.

1.5 "**Educational Data**" means all data entered into, generated by, or stored within the Platform by or on behalf of Institution or its Authorized Users in connection with this Agreement, including but not limited to simulated patient records, practice scenarios, user-generated SOAP notes, billing exercises, scheduling configurations, and assessment results. Educational Data expressly excludes Protected Health Information as defined by HIPAA.

1.6 "**Eligible Program**" means any academic program, course, certificate, or continuing education offering operated by Institution in the fields of healthcare administration, nursing, medical billing and coding, health information management, clinical practice management, or substantially similar disciplines, as specified in the Order Form.

1.7 "**Initial Term**" has the meaning set forth in Section 8.1.

1.8 "**Intellectual Property Rights**" means all patents, copyrights, trademarks, trade secrets, trade dress, moral rights, rights of publicity, and all other intellectual and industrial property rights of any kind, whether registered or unregistered, and all applications, renewals, extensions, and restorations thereof, now or hereafter in force and effect worldwide.

1.9 "**Licensed Seats**" means the maximum number of concurrent Authorized Users permitted to access the Platform at any given time during the Subscription Term, as specified in Exhibit B (Order Form).

1.10 "**Malicious Code**" means any virus, worm, Trojan horse, ransomware, spyware, adware, or other harmful or malicious code, file, script, agent, or program.

1.11 "**Per-Seat Fee**" means the annual fee charged per Licensed Seat, as specified in Exhibit B (Order Form).

1.12 "**Platform**" means the Company's cloud-based clinical practice management software application, Telemedcore, including all modules, features, updates, patches, and enhancements made generally

available by Company during the Subscription Term, delivered as a Software-as-a-Service solution and configured for educational tenant use.

1.13 "**Renewal Term**" has the meaning set forth in Section 8.2.

1.14 "**Service Level Agreement**" or "**SLA**" means the service availability and support commitments set forth in Article 4A.

1.15 "**Simulated Patient Data**" means fictitious patient demographic, clinical, billing, and scheduling data created by Authorized Users within the Platform for training and instructional purposes. Simulated Patient Data must not contain any information derived from or referencing actual patients, living or deceased. Company does not provide, curate, or warrant the accuracy of any simulated data sets.

1.16 "**Subscription Term**" means the Initial Term together with any Renewal Terms.

1.17 "**Subscription Year**" means each consecutive twelve (12) month period commencing on the Effective Date or any anniversary thereof.

ARTICLE 2 — GRANT OF LICENSE

2.1 License Grant. Subject to the terms and conditions of this Agreement and timely payment of all applicable fees, Company hereby grants to Institution a non-exclusive, non-transferable, non-sublicensable, revocable, limited right to access and use the Platform during the Subscription Term, solely for Institution's internal educational, instructional, and training purposes in connection with Eligible Programs, up to the number of Licensed Seats specified in Exhibit B.

2.2 Educational Use Only. The license granted herein is restricted exclusively to educational and training use. Institution acknowledges and agrees that:

(a) The Platform, as configured for educational tenants, is designed for **simulated clinical practice management** using fictitious patient data and shall not be used to manage, store, process, or transmit actual patient records, Protected Health Information (as defined by HIPAA), or real clinical data of any kind;

(b) No real patients shall be registered, scheduled, treated, billed, or referenced within the Platform under this Agreement;

(c) Institution shall not use the Platform to conduct actual medical practice, submit real insurance claims, generate real prescriptions, or perform any function that would constitute the practice of medicine, nursing, or any other licensed healthcare profession;

(d) Institution assumes sole responsibility for ensuring that no Authorized User enters real patient data, personally identifiable health information, or any data subject to HIPAA, FERPA, or other privacy regulations into the Platform.

(e) **Acknowledgment of Platform Capabilities.** Institution acknowledges that the Platform contains functional modules — including but not limited to electronic health records, e-prescribing, insurance claims submission, billing, and patient portal features — that replicate the capabilities of systems used in actual clinical practice. The presence of such capabilities within the Platform does not constitute an authorization, license, or permission for Institution or any Authorized User to use the Platform for actual clinical purposes, to process real patient data, or to engage in any activity that would require compliance with HIPAA, state medical practice acts, or other healthcare regulations. The educational tenant configuration is provided solely to enable realistic simulation and training; Institution's use remains governed by the restrictions set forth in this Section 2.2.

2.3 Seat Allocation. Institution may allocate and reallocate Licensed Seats among Authorized Users at its discretion, provided that the total number of active Authorized User accounts does not exceed the Licensed Seats at any time. Institution shall manage Authorized User provisioning and deprovisioning through the Platform's administrative console.

2.4 Reservation of Rights. Company retains all right, title, and interest in and to the Platform, Documentation, and all related Intellectual Property Rights. No rights are granted to Institution except as expressly set forth in this Agreement. All rights not expressly granted are reserved by Company.

2.5 Restrictions. Institution shall not, and shall not permit any Authorized User or third party to:

(a) Copy, modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the Platform or any portion thereof;

(b) License, sublicense, sell, resell, rent, lease, transfer, assign, distribute, time-share, or otherwise commercially exploit or make the Platform available to any third party other than Authorized Users;

(c) Use the Platform to process data on behalf of any third party, or operate the Platform as a service bureau;

(d) Remove, alter, or obscure any proprietary notices, labels, or marks on the Platform or Documentation;

(e) Use the Platform in violation of any applicable law, regulation, or third-party right;

(f) Introduce Malicious Code into the Platform or attempt to gain unauthorized access to the Platform, its related systems, or networks;

(g) Interfere with or disrupt the integrity or performance of the Platform or any data contained therein;

(h) Use the Platform to develop a competing product or service, or assist any third party in doing so;

(i) Circumvent or attempt to circumvent any technical limitations, access controls, or usage restrictions built into the Platform;

(j) Access the Platform through automated means (bots, scrapers, crawlers) except through APIs expressly provided and documented by Company;

(k) Use the Platform in any manner that could damage, disable, overburden, or impair the Platform or interfere with any other party's use of the Platform.

ARTICLE 3 — FEES AND PAYMENT

3.1 Per-Seat Annual Fee. Institution shall pay the Per-Seat Fee multiplied by the number of Licensed Seats for each Subscription Year, as specified in Exhibit B (the "Annual Subscription Fee"). The Annual Subscription Fee for the Initial Term is due and payable as set forth in Section 3.3.

3.2 Fee Calculation.

Formula	Annual Subscription Fee = Per-Seat Fee × Licensed Seats
Per-Seat Fee	$ 350 /seat/year
Licensed Seats	150 seats
Annual Subscription Fee	**$** 52,500

3.3 Payment Terms.

(a) **Initial Payment.** The Annual Subscription Fee for the first Subscription Year is due within thirty (30) days of the Effective Date. Access to the Platform will be provisioned upon receipt of payment. For institutions approved for purchase order billing, provisioning will commence upon receipt of a fully executed, unconditional purchase order from Institution's authorized procurement office, accepted by Company in its sole discretion.

(b) **Renewal Payments.** For each Renewal Term, the Annual Subscription Fee is due thirty (30) days prior to the commencement of the applicable Subscription Year.

(c) **Payment Method.** All payments shall be made in United States Dollars (USD) by: (i) wire transfer or ACH to the account designated by Company; (ii) check payable to Company; or (iii) purchase order, provided Institution has been approved for purchase order billing by Company. Company also accepts payment by credit card, subject to a processing surcharge of two and one-half percent (2.5%) of the transaction amount.

(d) **Taxes.** All fees are exclusive of applicable taxes. Institution is responsible for all sales, use, excise, value-added, withholding, and similar taxes and governmental charges, except for taxes based on Company's net income. If Institution is tax-exempt, it shall provide a valid exemption certificate prior to the Effective Date.

3.4 Late Payment. Any undisputed amounts not received by the due date shall accrue interest at the lesser of: (a) one and one-half percent (1.5%) per month; or (b) the maximum rate permitted by

applicable law, calculated from the due date until the date of actual payment. Company reserves the right to suspend access to the Platform if any undisputed invoice remains unpaid for more than forty-five (45) days past its due date, upon fifteen (15) days' prior written notice to Institution.

3.5 Seat Adjustments.

(a) **Mid-Term Increases.** Institution may purchase additional Licensed Seats at any time during a Subscription Year by written request to Company. Additional seats shall be invoiced on a pro-rata basis for the remainder of the then-current Subscription Year, calculated from the date of activation to the end of the Subscription Year.

(b) **Mid-Term Decreases.** Seat reductions during a Subscription Year shall take effect at the commencement of the next Subscription Year. No refunds or credits shall be issued for unused seats during a current Subscription Year. Institution must provide written notice of any seat reduction at least sixty (60) days prior to the commencement of the next Subscription Year.

(c) **Minimum Seats.** The minimum number of Licensed Seats under this Agreement is ten (10). If Institution's seat count falls below ten (10) at any renewal, Company may, at its sole discretion, either (i) maintain pricing at the ten-seat minimum, or (ii) transition Institution to a standard subscription tier under Company's then-current pricing.

3.6 Fee Escalation. Company may increase the Per-Seat Fee for any Renewal Term by providing written notice to Institution at least ninety (90) days prior to the commencement of the applicable Renewal Term. Any increase shall not exceed the greater of: (a) five percent (5%) of the then-current Per-Seat Fee; or (b) the percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, as published by the Bureau of Labor Statistics, for the twelve (12) month period ending sixty (60) days prior to the Renewal Term commencement date.

3.7 Disputed Invoices. If Institution disputes any portion of an invoice in good faith, Institution shall: (a) pay the undisputed portion by the due date; (b) provide written notice of the dispute, with reasonable supporting detail, within fifteen (15) days of receipt of the invoice; and (c) cooperate with Company to resolve the dispute promptly. Company shall not suspend access based solely on a disputed amount while the dispute is being resolved in good faith.

ARTICLE 4 — IMPLEMENTATION AND SUPPORT

4.1 Provisioning. Company shall provision Institution's educational tenant environment within three (3) to five (5) business days of receipt of: (a) this fully executed Agreement; (b) a completed Exhibit B (Order Form); and (c) receipt of payment or, for institutions approved for purchase order billing, a qualifying purchase order per Section 3.3(a).

4.2 Onboarding. Company shall provide, at no additional charge:

(a) One (1) virtual onboarding session of up to two (2) hours for Institution's administrative staff and designated faculty;

(b) Access to self-service Documentation and training resources;

(c) Configuration assistance for Institution's academic calendar and program structure.

Institution is responsible for creating and managing its own simulated patient data, practice scenarios, and training records within the Platform. Company does not provide pre-loaded data sets.

4.3 Technical Support. Company shall provide technical support to Institution's designated administrative contacts (not to exceed three (3) individuals) during the Subscription Term via:

(a) **Email Support:** Available at support@telemedcore.com, Monday through Friday, 9:00 AM to 5:00 PM Pacific Time, excluding Company-observed holidays. Target response time: one (1) business day.

(b) **Knowledge Base:** Self-service online help center available 24/7.

(c) **Priority Support (Optional Add-On):** Dedicated support representative, phone support, and enhanced response SLA, available for an additional fee as specified in Exhibit B.

4.4 Maintenance and Updates. Company shall maintain the Platform in accordance with the Service Level Agreement set forth in Article 4A. Company may, from time to time, update, modify, or enhance the Platform. Company shall provide Institution with reasonable advance notice of any material changes to Platform functionality that may affect educational workflows.

4.5 Training Materials License. Company grants Institution a non-exclusive, non-transferable license to use, reproduce, and distribute the Documentation solely for internal instructional purposes within Eligible Programs. Institution may create supplementary instructional materials that reference the Platform, provided such materials clearly identify Company as the owner of the Platform and do not disclose Confidential Information.

ARTICLE 4A — SERVICE LEVELS

4A.1 Platform Availability. Company shall maintain Platform availability of **99.9%** during each calendar month, measured as:

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Availability % = ((Total Minutes in Month - Downtime Minutes) / Total Minutes in Month) x 100
```

The following are excluded from Downtime:

(a) Scheduled maintenance windows, provided Company gives at least forty-eight (48) hours advance notice; maintenance is performed between 12:00 AM and 6:00 AM ET;

(b) Force majeure events under Section 13.3;

(c) Issues attributable to Institution's network, hardware, or Authorized User error;

(d) Third-party service provider outages beyond Company's reasonable control.

4A.2 Service Credits. If Availability falls below the monthly target, Institution shall receive a service credit applied against the next invoice:

MONTHLY AVAILABILITY	SERVICE CREDIT (% OF MONTHLY FEE)
99.5% – 99.89%	5%
99.0% – 99.49%	7%
95.0% – 98.99%	10%
Below 95.0%	10%

Monthly Fee = Annual Subscription Fee ÷ 12.

Service credits must be requested in writing within thirty (30) days of the end of the affected month. Credits shall not exceed 10% of the applicable monthly fee and shall not be refunded as cash. Service credits are Institution's sole and exclusive remedy for Availability shortfalls.

4A.3 Support Response Times. Company shall target the following response and resolution times:

SEVERITY	DESCRIPTION	TARGET RESPONSE	TARGET RESOLUTION
Critical (P1)	Platform unavailable for all Authorized Users	4 hours	8 hours
High (P2)	Major feature unavailable; no workaround	4 hours	1 business day
Medium (P3)	Feature impaired; workaround available	1 business day	3 business days
Low (P4)	Minor issue, cosmetic, or enhancement request	2 business days	Next release cycle

Response times apply during standard support hours (Monday through Friday, 9:00 AM to 5:00 PM Pacific Time, excluding Company-observed holidays). Critical (P1) issues are monitored during support hours only unless the Priority Support add-on is active.

ARTICLE 5 — DATA RIGHTS AND PRIVACY

5.1 Educational Data Ownership. As between the Parties, Institution retains all right, title, and interest in and to Educational Data. Company shall not access, use, or disclose Educational Data except: (a) as necessary to provide the Platform and support services under this Agreement; (b) in anonymized, aggregated form for product improvement and analytics (with no ability to identify Institution or any Authorized User); or (c) as required by law.

5.2 No Protected Health Information. The Parties expressly acknowledge and agree that:

(a) The Platform, as configured for educational tenant use, is **not intended to receive, store, or process Protected Health Information** ("PHI") as defined by the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA"), and its implementing regulations at 45 C.F.R. Parts 160 and 164;

(b) No Business Associate Agreement ("BAA") is required or provided under this Agreement;

(c) Institution bears sole responsibility for ensuring that no Authorized User enters real PHI into the Platform. Company assumes no obligation to monitor Educational Data for PHI. However, in the event Company discovers or reasonably suspects the presence of PHI within Institution's tenant environment, Company reserves the right, without prior notice to Institution, to immediately quarantine, redact, or permanently delete such data to protect Company's compliance obligations, platform integrity, and the interests of other platform users. Company shall notify Institution within forty-eight (48) hours of any such action, describing the nature of the data involved and the remedial action taken. Institution waives any claim for damages arising from Company's good-faith exercise of this right. This right is in addition to, and not in limitation of, Company's termination rights under Section 8.3;

(d) Company is not a Covered Entity or Business Associate with respect to Institution's use of the Platform under this Agreement;

(e) This Section does not limit Company's obligations with respect to its medical practice tenants, which are governed by separate agreements and BAAs.

5.3 FERPA Compliance. To the extent that Educational Data includes "education records" as defined under the Family Educational Rights and Privacy Act ("FERPA," 20 U.S.C. Section 1232g), Institution designates Company as a "school official" with a "legitimate educational interest" in accessing such records solely for the purpose of providing the Platform under this Agreement. Company agrees to:

(a) Use education records only for the purposes set forth in this Agreement;

(b) Not disclose education records to third parties except as directed by Institution or as required by law;

(c) Maintain reasonable administrative, technical, and physical safeguards to protect education records against unauthorized access, use, or disclosure;

(d) Return or destroy education records upon termination of this Agreement, as directed by Institution (subject to Section 8.5).

5.4 Student Data Privacy. Company shall comply with applicable state student data privacy laws, including but not limited to the California Student Online Personal Information Protection Act (SOPIPA), New York Education Law Section 2-d, and similar statutes in the state(s) in which Institution operates, to the extent applicable to Company's provision of the Platform.

COPPA. Institution represents and warrants that no Authorized User is under thirteen (13) years of age, and Institution shall not grant Platform access to any individual under 13. Company does not knowingly collect personal information from children under 13 within the meaning of the Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. § 6501 et seq. If Institution operates programs that include dual-enrollment students or other minors aged 13 through 17, Institution shall obtain any parental or guardian consent required by applicable law prior to granting such individuals access to the Platform.

5.5 Data Security. Company shall maintain industry-standard administrative, technical, and physical safeguards to protect Educational Data, including but not limited to:

(a) Encryption of data at rest (AES-256 or equivalent) and in transit (TLS 1.2 or higher);

(b) Logical tenant isolation via row-level security policies;

(c) Role-based access controls;

(d) Regular vulnerability assessments;

(e) Annual security review and risk assessment, with a summary available to Institution upon written request;

(f) Backup and recovery processes, including automated backup procedures, logical data redundancy, and disaster recovery capabilities designed to protect Educational Data against loss or corruption. Specific recovery time objectives, recovery point objectives, and backup retention periods are operational targets described in Company's then-current infrastructure documentation, available to Institution upon written request. Such specifications are subject to change with reasonable advance notice to Institution.

5.6 Data Breach Notification. In the event of a confirmed unauthorized access to or disclosure of Educational Data ("Security Incident"), Company shall:

(a) Notify Institution in writing within seventy-two (72) hours of Company's confirmation of the Security Incident;

(b) Provide a description of the nature of the incident, the categories and approximate number of records affected, the likely consequences, and the measures taken or proposed to address the incident;

(c) Cooperate with Institution in investigating and remediating the incident;

(d) Comply with applicable breach notification laws.

5.7 Data Location. Educational Data shall be stored and processed within the continental United States. Company shall not transfer Educational Data outside the United States without Institution's prior written consent.

5.8 Right to Audit. Company reserves the right, upon fifteen (15) days' prior written notice to Institution, to conduct an audit of Institution's use of the Platform to verify compliance with the educational use restrictions set forth in Section 2.2 and the PHI prohibition set forth in Section 5.2. Such audit may include:

(a) Automated scanning of Institution's tenant data for patterns indicative of real patient information, including but not limited to valid Social Security Numbers, real insurance policy numbers, National Provider Identifiers associated with actual licensed providers, and structured clinical data matching known patient record formats;

(b) Review of Institution's Authorized User access logs and usage patterns;

(c) A written certification of compliance, signed by Institution's Authorized Representative, confirming that no real PHI has been entered into the Platform; and

(d) On-site or remote inspection of Institution's internal policies and training materials related to Platform use, upon reasonable scheduling with Institution.

Institution shall cooperate fully with any such audit and provide reasonable access to information and personnel as requested. Audits shall be conducted during normal business hours and shall not unreasonably interfere with Institution's operations. Company shall bear its own costs of conducting such audits, except that if an audit reveals a material violation of Section 2.2 or Section 5.2, Institution shall reimburse Company for the reasonable costs of the audit. Company shall conduct no more than one (1) audit per Subscription Year, unless a prior audit revealed a material violation, in which case Company may conduct follow-up audits as reasonably necessary to verify remediation.

ARTICLE 6 — INTELLECTUAL PROPERTY

6.1 Platform Ownership. The Platform, including all software, algorithms, user interfaces, designs, architecture, documentation, and all modifications, enhancements, and derivative works thereof, constitutes the exclusive Intellectual Property of Company. Nothing in this Agreement shall be construed to transfer any Intellectual Property Rights in the Platform to Institution.

6.2 Feedback. If Institution or any Authorized User provides suggestions, enhancement requests, recommendations, or other feedback regarding the Platform ("Feedback"), Company shall be free to use, incorporate, modify, and commercially exploit such Feedback without obligation, attribution, or compensation to Institution. Institution hereby assigns to Company all right, title, and interest in and to any Feedback.

6.3 Institution Marks. Institution grants Company a limited, non-exclusive, revocable license to use Institution's name, logo, and trademarks solely for the purpose of identifying Institution as a customer in Company's marketing materials, client lists, and case studies, subject to Institution's reasonable trademark usage guidelines. Institution may revoke this license at any time upon thirty (30) days' written notice; provided, however, that Company may continue to use Institution's name in materials already printed or published as of the date of revocation notice for a period of sixty (60) days following receipt of such notice.

6.4 Open-Source Components. The Platform may incorporate open-source software components. A list of open-source components and their respective licenses is available at Company's request. Company warrants that no open-source component included in the Platform imposes obligations on Institution that would conflict with the terms of this Agreement.

ARTICLE 7 — REPRESENTATIONS, WARRANTIES, AND DISCLAIMERS

7.1 Company Warranties. Company represents and warrants that:

(a) **Authority.** Company has the full right, power, and authority to enter into this Agreement and to grant the rights and licenses granted herein;

(b) **Platform Performance.** During the Subscription Term, the Platform shall perform materially in accordance with the Documentation and the SLA;

(c) **Malicious Code.** Company shall use commercially reasonable efforts to ensure that the Platform does not contain any Malicious Code;

(d) **Compliance.** Company shall comply with all laws and regulations applicable to its provision of the Platform, including applicable data protection and privacy laws;

(e) **Non-Infringement.** To Company's knowledge, the Platform does not infringe upon the Intellectual Property Rights of any third party;

(f) **Personnel.** Company personnel providing services under this Agreement shall possess the qualifications, skills, and experience reasonably necessary to perform such services in a professional and workmanlike manner.

7.2 Institution Warranties. Institution represents and warrants that:

(a) **Authority.** Institution has the full right, power, and authority to enter into this Agreement;

(b) **Accreditation.** Institution is an accredited educational institution in good standing;

(c) **Educational Use.** Institution shall use the Platform solely for educational purposes as described herein and shall not permit the entry of real PHI;

(d) **Authorized Users.** Institution shall ensure that all Authorized Users comply with the terms and conditions of this Agreement and the Platform's Acceptable Use Policy;

(e) **Compliance.** Institution shall comply with all laws and regulations applicable to its use of the Platform, including FERPA and applicable state student privacy laws.

7.3 Warranty Remedy. If the Platform fails to perform materially in accordance with the Documentation during the Subscription Term, Company shall, at its sole expense, use commercially reasonable efforts to correct such non-conformance within thirty (30) days of receiving written notice from Institution describing the non-conformance in reasonable detail. If Company fails to cure such non-conformance within such thirty (30) day period, Institution may, as its sole and exclusive remedy, terminate this Agreement and receive a pro-rata refund of prepaid fees for the unused portion of the then-current Subscription Year.

7.4 Disclaimer of Warranties. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN SECTIONS 7.1 AND 7.2:

(a) THE PLATFORM IS PROVIDED "AS IS" AND "AS AVAILABLE";

(b) COMPANY MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT;

(c) COMPANY DOES NOT WARRANT THAT THE PLATFORM WILL BE UNINTERRUPTED, ERROR-FREE, OR COMPLETELY SECURE;

(d) COMPANY DOES NOT WARRANT THAT THE PLATFORM IS SUITABLE FOR USE IN CONNECTION WITH ACTUAL MEDICAL PRACTICE, CLINICAL DECISION-MAKING, OR ANY PURPOSE OTHER THAN EDUCATIONAL SIMULATION AND TRAINING;

(e) COMPANY EXPRESSLY DISCLAIMS ANY WARRANTY THAT THE PLATFORM CONSTITUTES MEDICAL ADVICE, CLINICAL GUIDANCE, OR A MEDICAL DEVICE.

ARTICLE 8 — TERM AND TERMINATION

8.1 Initial Term. This Agreement shall commence on the Effective Date and continue for the period specified in Exhibit B (the "Initial Term"), which shall be no less than twelve (12) months unless otherwise agreed in writing, unless earlier terminated in accordance with this Article 8.

8.2 Renewal. This Agreement shall automatically renew for successive one (1) year periods (each a "Renewal Term") unless either Party provides written notice of non-renewal at least sixty (60) days prior to the expiration of the then-current term. Renewal is subject to payment of the applicable Annual Subscription Fee for the Renewal Term.

Notice of Automatic Renewal (California Business and Professions Code § 17600 et seq.): This Agreement renews automatically as described above. To cancel, Institution must provide written notice of non-renewal to contact@telemedcore.com or by mail to Telemedcore, 2108 N ST STE N, Sacramento, CA 95816, at least sixty (60) days before the end of the then-current term. Upon timely cancellation notice, access will remain available through the end of the paid term with no additional charge.

8.3 Termination for Cause. Either Party may terminate this Agreement immediately upon written notice if:

(a) The other Party commits a material breach of this Agreement and fails to cure such breach within thirty (30) days after receiving written notice specifying the breach in reasonable detail;

(b) The other Party becomes insolvent, makes an assignment for the benefit of creditors, files or has filed against it a petition in bankruptcy, or has a receiver or trustee appointed for substantially all of its assets;

(c) The other Party ceases to conduct business in the normal course.

8.4 Termination for Convenience. Either Party may terminate this Agreement for any reason upon ninety (90) days' prior written notice to the other Party. If Institution terminates for convenience during a Subscription Year, no refund of prepaid fees shall be due for the remainder of that Subscription Year. If Company terminates for convenience, Company shall refund to Institution a pro-rata portion of prepaid fees for the unused remainder of the then-current Subscription Year.

8.5 Effect of Termination.

(a) **Access Cessation.** Upon the effective date of termination or expiration, all licenses granted hereunder shall immediately terminate, and Institution's and all Authorized Users' access to the Platform shall cease.

(b) **Data Export.** Upon Institution's written request submitted prior to the effective date of termination or expiration, Company shall make Educational Data available for export in PDF format within fifteen (15) business days of such request (the "Export Period"). Data export requests submitted after the effective date of termination will be subject to Company's then-current data extraction fee schedule. Company does not guarantee export in machine-readable, structured, or interoperable formats. After the Export Period (or, if no export is requested, after the effective date of termination), Company shall delete all Educational Data from its systems within ninety (90) days and, upon Institution's written request, provide written certification of deletion.

(c) **Survival.** The following provisions shall survive termination or expiration of this Agreement: Article 1 (Definitions), Section 2.4 (Reservation of Rights), Article 3 (Fees and Payment, with respect to amounts accrued prior to termination), Section 5.1 (Educational Data Ownership), Section 5.6 (Data Breach Notification), Article 6 (Intellectual Property), Section 7.4 (Disclaimer of Warranties), Article 9

(Limitation of Liability), Article 10 (Indemnification), Article 11 (Confidentiality), and Article 13 (General Provisions).

(d) **Accrued Rights.** Termination or expiration shall not affect any rights, obligations, or liabilities of either Party that have accrued prior to the date of termination.

ARTICLE 9 — LIMITATION OF LIABILITY

9.1 Exclusion of Consequential Damages. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY, OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, DATA, OR USE, REGARDLESS OF THE THEORY OF LIABILITY (CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE) AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9.2 Cap on Liability. EXCEPT FOR (A) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER ARTICLE 10, (B) COMPANY'S OBLIGATIONS UNDER SECTION 5.6 (DATA BREACH NOTIFICATION), AND (C) EITHER PARTY'S LIABILITY FOR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, EACH PARTY'S TOTAL AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES ACTUALLY PAID OR PAYABLE BY INSTITUTION TO COMPANY DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

9.3 Essential Purpose. THE PARTIES ACKNOWLEDGE THAT THE LIMITATIONS SET FORTH IN THIS ARTICLE 9 ARE AN ESSENTIAL ELEMENT OF THE BARGAIN BETWEEN THE PARTIES AND SHALL APPLY NOTWITHSTANDING THE FAILURE OF THE ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

9.4 No Medical Liability. COMPANY SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY CLAIM, LOSS, OR DAMAGE ARISING FROM OR RELATED TO: (A) ANY ACTUAL CLINICAL USE OF THE PLATFORM IN CONTRAVENTION OF SECTION 2.2; (B) ANY MEDICAL DECISION MADE BY ANY PERSON BASED ON INFORMATION OBTAINED FROM OR GENERATED BY THE PLATFORM; OR (C) THE ENTRY OF REAL PATIENT DATA INTO THE PLATFORM IN VIOLATION OF THIS AGREEMENT.

ARTICLE 10 — INDEMNIFICATION

10.1 Company Indemnification. Company shall defend, indemnify, and hold harmless Institution, its trustees, officers, directors, employees, agents, and students from and against any third-party claims, actions, suits, proceedings, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to:

(a) Any allegation that the Platform, as provided by Company and used in accordance with this Agreement, infringes or misappropriates any third-party Intellectual Property Right;

(b) Any breach by Company of its representations, warranties, or obligations under this Agreement;

(c) Any gross negligence or willful misconduct by Company or its personnel.

If the Platform becomes, or in Company's reasonable opinion is likely to become, the subject of an infringement claim, Company may, at its sole option and expense: (i) procure the right for Institution to continue using the Platform; (ii) modify the Platform to make it non-infringing; or (iii) replace the Platform with a functionally equivalent non-infringing alternative. If none of the foregoing is commercially practicable, Company may terminate this Agreement and refund to Institution a pro-rata portion of prepaid fees for the unused Subscription Year.

10.2 Institution Indemnification. Institution shall defend, indemnify, and hold harmless Company, its officers, directors, employees, and agents from and against any third-party claims, actions, suits, proceedings, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to:

(a) Institution's or any Authorized User's use of the Platform in violation of this Agreement, including but not limited to the unauthorized entry of real PHI or actual clinical use, and specifically including: (i) any and all penalties, fines, civil monetary assessments, or corrective action plans imposed by the U.S. Department of Health and Human Services Office for Civil Rights ("HHS/OCR") or any other federal or state regulatory body arising from or related to such violation, including penalties assessed under 42 U.S.C. § 1320d-5 and 42 U.S.C. § 1320d-6; (ii) all costs associated with breach notification required under the HIPAA Breach Notification Rule (45 C.F.R. Part 164, Subpart D) or applicable state breach notification statutes; (iii) all costs of forensic investigation, remediation, and security audit necessitated by the introduction of PHI into the Platform; and (iv) all costs of credit monitoring, identity theft protection services, or other remediation provided to individuals whose information was exposed;

(b) Any breach by Institution of its representations, warranties, or obligations under this Agreement;

(c) Any claim related to Institution's educational programs, accreditation, or student outcomes, except to the extent directly caused by a defect in the Platform;

(d) Any gross negligence or willful misconduct by Institution or its personnel.

10.3 Indemnification Procedures. The indemnified Party shall: (a) promptly notify the indemnifying Party in writing of any claim (provided that failure to provide timely notice shall not relieve the indemnifying Party of its obligations except to the extent materially prejudiced by such failure); (b) grant the indemnifying Party sole control of the defense and settlement of such claim; and (c) provide reasonable cooperation, at the indemnifying Party's expense, in the defense of such claim. The indemnified Party may participate in the defense at its own expense with counsel of its choosing.

ARTICLE 11 — CONFIDENTIALITY

11.1 Obligations. Each Party shall: (a) hold the other Party's Confidential Information in strict confidence; (b) not disclose such Confidential Information to any third party except to its employees, contractors, and advisors who have a need to know and are bound by confidentiality obligations no less restrictive than those herein; and (c) use such Confidential Information solely for the purposes of exercising its rights and performing its obligations under this Agreement.

11.2 Compelled Disclosure. If a Party is compelled by law, regulation, or legal process to disclose the other Party's Confidential Information, it shall: (a) provide prompt written notice to the other Party (to the extent legally permitted) to allow the other Party to seek a protective order or other remedy; and (b) disclose only the minimum amount of Confidential Information required.

11.3 Return or Destruction. Upon termination of this Agreement or upon written request by the disclosing Party, the receiving Party shall promptly return or destroy all Confidential Information of the disclosing Party in its possession, and provide written certification of such return or destruction, except for copies retained in automated backup systems (which shall remain subject to the confidentiality obligations herein until destroyed in the ordinary course).

11.4 Duration. The obligations under this Article 11 shall survive termination of this Agreement for a period of three (3) years, except with respect to trade secrets, for which the obligations shall continue for so long as the information qualifies as a trade secret under applicable law.

ARTICLE 12 — COMPLIANCE WITH LAWS

12.1 General Compliance. Each Party shall comply with all federal, state, and local laws, rules, and regulations applicable to its performance under this Agreement.

12.2 Anti-Corruption. Neither Party shall, in connection with this Agreement, directly or indirectly pay, offer, give, or promise to pay or give any money or anything of value to any government official, political party, candidate for public office, or any other person for the purpose of obtaining or retaining business or securing any improper advantage.

12.3 Export Controls. Institution shall not export or re-export the Platform or any component thereof in violation of U.S. export control laws and regulations.

12.4 Anti-Kickback. The Parties acknowledge that, because this Agreement is for educational use only and does not involve the referral of patients for medical services, the federal Anti-Kickback Statute (42 U.S.C. Section 1320a-7b) is not applicable. Notwithstanding the foregoing, neither Party shall engage in any conduct in connection with this Agreement that would constitute a violation of the Anti-Kickback Statute if it were applicable.

12.5 Accessibility. Company shall use commercially reasonable efforts to maintain the Platform in compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA and Section 508 of the Rehabilitation Act, as applicable to web-based software applications.

ARTICLE 13 — GENERAL PROVISIONS

13.1 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its conflict of laws principles.

13.2 Dispute Resolution.

(a) **Negotiation.** The Parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement through informal negotiation between senior executives within thirty (30) days of written notice of the dispute.

(b) **Mediation.** If the dispute is not resolved through negotiation, either Party may submit the dispute to non-binding mediation administered by the American Arbitration Association ("AAA") in accordance with its Commercial Mediation Procedures. The mediation shall take place in Sacramento, California, or by videoconference as mutually agreed.

(c) **Arbitration.** If the dispute is not resolved through mediation within sixty (60) days, the dispute shall be finally resolved by binding arbitration administered by the AAA in accordance with its Commercial Arbitration Rules. The arbitration shall be conducted by a single arbitrator in Sacramento, California, or by videoconference as mutually agreed by the Parties. The arbitrator's award shall be final and binding and may be entered as a judgment in any court of competent jurisdiction.

(d) **Injunctive Relief.** Notwithstanding the foregoing, either Party may seek injunctive or other equitable relief in any court of competent jurisdiction to prevent the actual or threatened breach of this Agreement relating to Intellectual Property Rights or Confidential Information.

13.3 Force Majeure. Neither Party shall be liable for any failure or delay in performing its obligations under this Agreement to the extent caused by circumstances beyond its reasonable control, including but not limited to acts of God, natural disasters, epidemics, pandemics, war, terrorism, riots, government actions, power failures, internet outages, or third-party service provider failures, provided that the

affected Party: (a) promptly notifies the other Party; and (b) uses commercially reasonable efforts to mitigate the effects of such event. If a force majeure event continues for more than sixty (60) days, either Party may terminate this Agreement upon written notice.

13.4 Assignment. Neither Party may assign this Agreement or any rights or obligations hereunder without the prior written consent of the other Party, except that either Party may assign this Agreement without consent in connection with a merger, acquisition, or sale of all or substantially all of its assets, provided that the assignee assumes all obligations under this Agreement. Any purported assignment in violation of this Section shall be void.

13.5 Notices. All notices under this Agreement shall be in writing and delivered by: (a) certified mail, return receipt requested; (b) nationally recognized overnight courier; or (c) email with confirmed receipt, to the addresses set forth on the signature page or as subsequently designated in writing. Notice is effective upon receipt.

13.6 Entire Agreement. This Agreement, including all Exhibits, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, proposals, negotiations, representations, and communications, whether oral or written.

13.7 Amendment. This Agreement may be amended only by a written instrument signed by authorized representatives of both Parties. No modification of this Agreement shall be effective unless in writing and signed by both Parties.

13.8 Waiver. No failure or delay by either Party in exercising any right under this Agreement shall constitute a waiver of that right. A waiver of any provision shall not be deemed a waiver of any other provision or of the same provision on any other occasion.

13.9 Severability. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall continue in full force and effect, and the Parties shall negotiate in good faith a valid, enforceable replacement provision that most closely reflects the original intent.

13.10 Independent Contractors. The relationship between the Parties is that of independent contractors. Nothing in this Agreement creates a partnership, joint venture, agency, or employment relationship.

13.11 Third-Party Beneficiaries. This Agreement is for the sole benefit of the Parties and their permitted successors and assigns. Nothing herein confers any rights upon any third party.

13.12 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed original signatures for all purposes.

13.13 Construction. The headings in this Agreement are for convenience only and shall not affect interpretation. "Including" means "including but not limited to." References to "days" mean calendar days

unless otherwise specified. References to statutes include amendments thereto.

13.14 Government Terms. If Institution is a public educational institution, any additional terms required by applicable state procurement law are incorporated herein by reference. In the event of a conflict between such required terms and this Agreement, the required governmental terms shall control solely to the extent necessary to comply with applicable law.

The Parties acknowledge that public educational institutions in certain states may be subject to constitutional or statutory limitations on sovereign immunity, binding arbitration, and contractual indemnification obligations. To the extent any provision of this Agreement — including but not limited to the arbitration clause in Section 13.2(c) and the indemnification obligations in Article 10 — is unenforceable against Institution under applicable state law governing public entities, the Parties agree to negotiate in good faith a written addendum addressing such jurisdiction-specific requirements. The unenforceability of any single provision as applied to a public institution shall not affect the validity or enforceability of the remaining provisions of this Agreement.

SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

LICENSOR: TELEMEDCORE	**LICENSEE: [INSTITUTION NAME]**
Signature:	**Signature:**
Printed Name: ANIETIE TIMOTHY UDOMA	**Printed Name:**
Title: FOUNDER	**Title:**
Date (MM/DD/YYYY): 04/30/2026	**Date (MM/DD/YYYY):**
Notice Address: 2108 N ST STE N, Sacramento, CA 95816	**Notice Address:**

EXHIBIT A — ACCEPTABLE USE POLICY

Authorized Users Must:

1. Use the Platform only for educational purposes related to Eligible Programs
2. Use only Simulated Patient Data — never real patient information

3. Maintain the confidentiality of their login credentials
4. Report any suspected security incidents to Institution's designated administrator immediately
5. Comply with Institution's academic integrity policies when using the Platform

Authorized Users Must Not:

1. Enter real patient data, Protected Health Information, or personally identifiable health information of any actual individual
2. Share login credentials with any other person
3. Attempt to access data belonging to other tenants, institutions, or users
4. Use the Platform for any commercial purpose
5. Attempt to probe, scan, or test the vulnerability of the Platform without Company's written authorization
6. Use the Platform to transmit spam, malware, or offensive content
7. Use the Platform in any manner that violates applicable law or regulation

Enforcement

Violations of this Acceptable Use Policy may result in immediate suspension or termination of the violating Authorized User's access. Repeated or egregious violations by Institution's Authorized Users may constitute a material breach of the Agreement.

[End of Agreement]

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Juan Noguera, Director of Burbank Adult School
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	Approval of Amended Memorandum of Understanding (MOU) between Burbank Unified School District (Burbank Adult School) and 986 Pharmacy

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

Discussion/Issues:
In order to help BAS adult learners, complete this task, Burbank Adult School has identified and contacted 986 Pharmacy to be a partner in this program. Burbank Adult School and 986 Pharmacy want to formally establish a partnership to support students who are pursuing careers in the healthcare field. 986 Pharmacy is fully accredited by the State of California to offer the opportunity for BAS students to further their learning with hands-on training to complete the pharmacy technician program. Careers in the healthcare sector are in great demand as the labor market continues showing the need of workers in drug stores, clinics and hospitals.

Fiscal Impact
There is no cost associated with the agreement between Burbank Unified School District (Burbank Adult School) and 986 Pharmacy.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the amended Memorandum of Understanding (MOU) between Burbank Unified School District (Burbank Adult School) and 986 Pharmacy, as presented.

Externship Learning Program Agreement (Non-Pharmacist)*

This Externship Learning Program Agreement (the "Agreement") has been entered as of **17th of April, 2026** (the "effective date") by and between ~~**986 Pharmacy, 11026 Victory Blvd., North Hollywood, CA 91606**~~ 986 Pharmacy and Affiliates, 2476 Huntington Drive, San Marino, CA 91108 **("986 Pharmacy"),** and the following "Organization":

Burbank Unified School District, a Public Adult School of California, with primary school/campus/office at 3811 West Allan Avenue, Burbank, CA 91505, and such additional schools/campuses as listed in Exhibit A, attached and incorporated herein.

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

WHEREAS, 986 Pharmacy operates a retail drug store which employs pharmacy technicians and other skilled workers (each, a "Location"), and

WHEREAS, the parties agree that the development of a program (the "Program") whereby certain of the Organization students, trainees, or clients (each, a "Participant") can obtain practical experience and learning in a retail, business, or pharmacy setting related to pharmacy and wellness services would benefit the Participant, the Organization, and the industry with 986 Pharmacy and similarly situated businesses, all of which will ultimately provide improved pharmacy and wellness related services to the community;

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

1. THE PROGRAM

The parties will design the Program to allow Participants to obtain practical experience in a Location in accordance with 986 Pharmacy guidelines and such other applicable trade associated guidelines on practice experiences (collectively hereinafter referred to as "the program"). The program will be designed to provide practical experience in accordance with applicable federal and state law and Program objectives as agreed upon by the parties, which shall be (a) similar to training in a vocational school, (b) for the benefit of the Participants as part of a learning experience, (c) without displacing regular employees, but acting under close personal supervision, (d) without immediate advantage to 986 Pharmacy from activities of Participants, (e) without guarantee of employment at conclusion of Participant's training period, and (f) with understanding by Organization, 986 Pharmacy, and Participants that the Participants are not entitled to wages or other compensation for the time of participation in the Program. Each Participant's participation in the program will be as agreed upon by the parties with respect to the Location, program period, number and schedule of hours. Use of the term "faculty" is intended to reference an educator, trainer, teacher, or other academic role. Use of the term employee is intended to include faculty, employees, staff, contractors, agents, and representatives of an entity.

2. TERM; TERMINATION

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

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

3. PRIMEMED PHARMACY RESPONSIBILITIES

3.1 Supervision. 986 Pharmacy will provide reasonable supervision and feedback to each Participant and to the Organization, including verifying in writing all hours and dates attended by a Participant. 986 Pharmacy will promptly report to the Organization the unsatisfactory progress (including without limitation unexcused absences) of any Participant. 986 Pharmacy will meet with designated faculty of the Organization as necessary to discuss and evaluate the Program, guidelines, and such other applicable matters with the Program.

3.2 Equipment. 986 Pharmacy will make available all required equipment, systems and supplies at the Location, including providing each Participant with sufficient orientation to the equipment and systems at the Location to enable the Participant to perform any tasks assigned.

3.3 Capacity. 986 Pharmacy will notify the Organization as to the number of Participants it can accommodate for an academic period.

3.4 Staffing. 986 Pharmacy will maintain at least its normal staffing levels while Participants are present at a Location. In no event will a Participant be expected or allowed to perform services in lieu of staff employees or otherwise displace regular employees.

4. ORGANIZATION RESPONSIBILITIES

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

4.2 Permits. The Organization shall maintain, at all times during the Term, accreditation as an educational institution; all licenses and permits necessary to the Program (including without limitation, an application for the applicable pharmacy technician's license for each Participant, if required by state or local law); and full and unrestricted accreditation of the Program from the applicable accrediting organization as agreed by the parties. The Organization shall promptly notify 986 Pharmacy of any adverse change in its accreditation or licensing status.

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

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

Participant who is to participate in the Program. Where required by applicable law, the Organization will verify that each Participant (a) has completed OSHA training for blood-borne pathogens; and (b) has obtained any required certifications to allow the Participant to provide education and counseling for the advanced pharmacy practice experiences and where permissible by law. The Organization will conduct a criminal background check for each Participant, including obtaining, as applicable, information from Federal, State (including the Participant's state of residence if different from the state in which the Organization is located) and local governmental sources. All background checks shall be conducted in a manner that is consistent with the requirements of the Fair Credit Reporting Act and any applicable state laws. If any Participant's background check reveals a prior criminal record or any other negative material, the Organization and 986 Pharmacy will jointly evaluate whether such Participant should remain a candidate for the Program.

4.5 Preparation and Training. The Organization will (a) be primarily responsible for the Participants' learning experiences and provide faculty sufficient to effectively implement the Externship Learning Program; (b) provide the Participants with objective guidelines and contact information to the supervisors working with the Program; (c) Furnish 986 Pharmacy with a schedule of dates and hours for practical experience, as well as a list of names and contact information of participating Participants and faculty; and (d) coordinate with 986 Pharmacy personnel for preparation and evaluation of the Program.

4.6 Compliance. The Organization will instruct all of its Participants assigned to Facilities with regard to compliance with all of its rules, regulations, policies, and procedures, including but not limited to those relating to the treatment of confidential information of Facilities and its customers, as well as the responsibility and authority of 986 Pharmacy's personnel over patient care and administration. Organization shall instruct all of its Participants regarding that proper attire must be worn at all times in the Location. Prior to the commencement of participation in the Program, the Organization will also ensure that all Participants and faculty members involved in the Program become familiar with and adhere to all applicable requirements of HIPAA (as defined below) as well as 986 Pharmacy standards, procedures and code of ethics.

4.7 Access. The Organization, its faculty, employees, and Participants shall respect and comply with any and all restrictions and requirements related to access to a Location, 986 Pharmacy, area, system, record, data, information, equipment, product, or material of 986 Pharmacy, its employees, customers, patients, vendors, or contractors, as directed by 986 Pharmacy. The Organization agrees that 986 Pharmacy, in its sole discretion, may limit, restrict, terminate, or otherwise deny access by the Organization and its Participants, faculty, and employees at any time and upon immediate notice in any manner.

5. PARTICIPANT RESPONSIBILITIES

At all times while participating in the Program at a Location, all Participants shall adhere to 986 Pharmacy's workplace policies, rules and regulations, including those relating to the use of alcohol and other drugs, weapons, dress code, timeliness, patient privacy, confidentiality, and professional conduct; maintain good standing at the Organization, including maintaining a grade point average of 2.0 or higher; and maintain accurate, daily log sheets of all externship hours.

6. FERPA COMPLIANCE

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

7. INSURANCE

7.1 Participant Health Insurance. The Organization acknowledges that the Participant is not an employee of 986 Pharmacy, is not covered under 986 Pharmacy's health, dental, vision, or other medical insurance or benefits ("Health Insurance"), and 986 Pharmacy has no legal obligation to provide Health Insurance to the Participant.

7.2 Organization Liability Insurance Requirements. The Organization shall procure and maintain during the Term of this Agreement, at no cost or expense to 986 Pharmacy, insurance with the following coverage for the Organization, its faculty and Participants: (a) general liability policy in the amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate per year, and (b) professional liability in the minimum amount of One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate per year. Such policy shall specify that the liability coverage with regard to 986 Pharmacy under this Agreement is primary and non-contributing. A certificate of such insurance shall be provided to 986 Pharmacy within ten (10) days after execution of this Agreement and annually thereafter on the anniversary of the Effective Date.

8. INDEMNIFICATION

8.1 Indemnity by Organization. To the fullest extent allowed by law, the Organization shall, during the term of this Agreement, indemnify and hold 986 Pharmacy and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of any Participant or Organization employees in connection with the Program; provided however, that the Organization will not indemnify or hold 986 Pharmacy harmless for any claims or damages arising from the negligence or willful misconduct of 986 Pharmacy. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

8.2 Indemnity by 986 Pharmacy. To the fullest extent allowed by law, 986 Pharmacy shall, during the term of this Agreement, indemnify and hold the Organization and its employees, agents, directors, officers and affiliated corporations and their respective officers, directors and employees harmless from all legal liability, injury or damage, including reasonable

attorney's fees, costs and expenses for injuries, public liabilities, and property damage arising out of the negligent acts of 986 Pharmacy in connection with the Program; provided however, that 986 Pharmacy will not indemnify or hold the Organization harmless for any claims or damages arising from the negligence or willful misconduct of the Organization or any Participant or resulting from the failure of the Organization or any Participant to adhere to the Program and all applicable guidelines described in Paragraph 1 above. This indemnification provision shall survive the termination of this Agreement for acts that arose while this Agreement was in effect.

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

9. CONFIDENTIALITY

9.1 Definition. Each party may be given access to the other party's confidential and proprietary information. "Confidential Information" shall mean material or information proprietary to either party or designated as Confidential Information by such party and not generally known by third parties. Confidential Information includes, but is not limited to, the following types of information and other information of a similar nature (whether or not reduced to writing): the existence and terms of this Agreement; Protected Health Information (as defined below), patient, customer, employee and student records, including names, addresses, telephone numbers, and other information related to patients, customers, employees, and students; marketing techniques and materials; marketing and development plans and procedures; financial information; proprietary 986 Pharmacy information; and proprietary Program design elements.

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

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

9.4 HIPAA Compliance. Without limiting the foregoing, the Organization shall take all steps reasonably necessary to maintain strict compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320(d) et seq. and regulations promulgated thereunder ("HIPAA"). The Program may involve the Participant's exposure to Protected Health Information, which shall mean any information created or received by 986 Pharmacy, whether oral or recorded in any form or medium: (i) that

relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. The Organization acknowledges and agrees that all patient records of 986 Pharmacy shall be and remain the property of and in the custody of 986 Pharmacy, and instruct Participants to comply with 986 Pharmacy's policies, restrictions, and requirements to protect the confidentiality of patient records and Protected Health Information. The Participants, the Organization, and its faculty and students will not retain or maintain any Protected Health Information outside of the Location during the Term, and may not retain or have access to Protected Health Information or any patient record of any 986 Pharmacy patient under this Agreement after participation in the Program.

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

10. PROGRAM PRACTICES

10.1 Recordkeeping. Each party's respective educational, employment, healthcare and record keeping practices shall conform to all federal, state and local statutes, ordinances, and rules and regulations. The Organization agrees that it shall accept Participants for placement without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. 986 Pharmacy will accept Participants into the Program without regard to race, sex, creed, religion, color, national origin, age, marital status, height, weight, veteran status, disabilities, or other such factors as set forth in accordance with federal, state, and local laws and ordinances. Upon reasonable request, each party shall provide the other with any information or certificates which may be required to prove compliance with such statutes, ordinances, and rules and regulations or for licensure, accreditation, and quality assurance purposes.

10.2 Termination of Participants. 986 Pharmacy shall have the right to terminate, at any time, with or without notice, and in its sole discretion, the training of any Participant whose conduct is unsatisfactory or whose characteristics and activities are detrimental to 986 Pharmacy's business or 986 Pharmacy's responsibility to provide quality health care. Termination of a Participant must be followed with a written communication to the Coordinator, including a statement of facts describing the Participant's unacceptable conduct that resulted in such termination.

10.3 No Guaranteed Offer. 986 Pharmacy does not guarantee an offer of employment to any Participant in connection with the Program.

10.4 No Compensation. The parties understand and agree that neither party, nor any Participant, will be entitled to compensation hereunder for its participation in the Program. No Participant will be considered an employee of either the Organization or 986 Pharmacy as a result of participation in the Program, and neither the Organization nor 986 Pharmacy will be responsible for Worker's Compensation coverage with respect to any Participant.

11. MISCELLANEOUS

11.1 Force Majeure. Neither party shall be responsible for any failure to perform or delay in performing any of its obligations under this Agreement where and to the extent that such

failure or delay results from causes outside the reasonable control of the party. Such causes shall include, without limitation, Acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, freight embargoes, civil commotion, or the like. Notwithstanding the above, strikes and labor disputes shall not constitute an excusable delay for either party under this Agreement. The Agreement may be terminated without penalty by the party whose performance has not been affected if non-performance continues for more than thirty (30) days.

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

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

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

11.5 Independent Contractor. The parties hereto are independent contractors and have no authority to act for the other party except as expressly provided in this Agreement. Nothing herein shall be deemed to create any association, partnership, joint venture or agency relationship between the Organization and 986 Pharmacy. This Agreement shall not be construed under any circumstance to confer any rights or privileges on any third parties, and neither 986 Pharmacy nor the Organization shall be under any obligation to any third party by reason of this Agreement or any term thereof.

11.6 Publicity. Neither party will use the name(s), trademark(s) or trade name(s), whether registered or not, of the other party in publicity or press releases or advertising or in any manner, including customer lists, without that party's prior written consent. Consent of 986 Pharmacy shall not be valid unless obtained from 986 Pharmacy management Communications.

11.7 Conduct. At all times while present at a Location, the Organization and its employees and students (including the Participants) will comply with all applicable 986 Pharmacy policies including without limitation: (i) no smoking; (ii) drug-free environment; (iii) dress code; (iv) non-harassment; (v) all safety and security policies (including a prohibition against weapons), (vi) computer security and use policies; (vii) HIPAA compliance; and (viii) code of conduct.

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

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

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

986 Pharmacy and Affiliates 2476 Huntington Drive San Marino, CA 91108 Attn: Ken Thai, Chief Executive Officer Email: nh@986pharmacy.com	Burbank Adult School, Burbank Unified School District 3811 W Allan Ave Burbank, CA 91505 Attn: Administration

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

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

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

986 Pharmacy and Affiliates	**Burbank Unified School District, BAS**
Signature _____	Signature _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____
Email _____	Email _____

EXHIBIT A

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

- Burbank Adult School

  3811 W Allan Avenue

  Burbank, CA 91505

  Attention: Externship Coordinator

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant of Human Resources Services
DATE:	May 21, 2026
SUBJECT:	Approval of University Agreement- Santa Clara University

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Background
The purpose of the University Agreement with Santa Clara University is to provide student teachers with experience through practice in schools and classes. Student Teachers will assume student teaching responsibilities in the classroom or office.

Pursuant to provisions Section 4227 of Education Code, the governing board is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher educational institution.

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

Fiscal Impact
None

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

STUDENT TEACHING MOU

This Agreement ("Agreement") is entered into by and between Santa Clara University ("SCU") and Burbank Unified School District on June 1, 2026.

RECITALS

WHEREAS, The District is authorized to enter into Agreements with SCU, to provide teaching experience through practice teaching to SCU students enrolled in the teaching credential programs of SCU (hereinafter "SCU student teachers"); and

WHEREAS, this Agreement may provide for the payment for the services rendered by the District of an amount not to exceed the amounts described in this Agreement; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the supervising teacher as compensation for and in recognition of services performed for the student teacher in the supervising teacher's charge;

NOW THEREFORE, it is mutually agreed between SCU and the District as follows:

I. PARTIES

1. Santa Clara University and Burbank Unified School District (The District)

II. TERM and TERMINATION

1. Term shall be June 1, 2026 – July 31, 2031. This Agreement may be terminated at any time by either party by giving thirty (30) days written notice to the other party. In the event of a material breach of any term or provision of this Agreement by either party, this Agreement may be terminated immediately without penalty by providing written notice to the breaching party describing the breach. However, the breaching party will have thirty (30) days from the date of the written notice to cure any breach and avoid termination.

III. RATE AND PROGRAM REQUIREMENTS

1. Each supervising teacher shall be compensated in the following amount per SCU student teacher.

   Multiple Subject:
   $90 observation assignment, Clinical Practicum Experience I (Fall Quarter)
   $185 half day assignment, Clinical Practicum Experience II (Winter Quarter)
   $275 full day assignment, Clinical Practicum Experience III (Spring Quarter)

   Single Subject:
   $90 observation assignment, Clinical Practicum Experience I (Fall Quarter)
   $92 per class, Clinical Practicum Experience II (Winter Quarter)

$92 per class, Clinical Practicum Experience III (Spring Quarter)

2. Program Requirements

SCU will pay the District for the performance by the District of all services required to be performed under this Agreement at the rates set forth in Section III (1) for each quarter of practice teaching.

In Clinical Practicum Experience I (which typically occurs in fall quarter), SCU student teachers observe in placement classrooms for approximately five (5) hours per day, four (4) days per week, for a period of 10-16 weeks. During this experience, student teachers tutor pupils, present small group instruction, and teach supervised practice lessons.

In Clinical Practicum Experience II (which typically occurs in winter quarter), SCU student teachers participate in practice teaching in placement classrooms at least five (5) hours per day, five (5) days per week, for a period of approximately 10 weeks. During this experience, multiple-subject student teachers gradually assume teaching responsibilities and complete two weeks of independent student teaching in a particular subject area or class. Single-subject student teachers assume teaching responsibilities and complete approximately 10 weeks of independent student teaching for at least two (2) class periods.

In Clinical Practicum Experience III (which typically occurs in spring quarter), SCU student teachers are in their placement classrooms full time: eight (8) hours per day, five (5) days per week, for approximately 10 weeks. During this experience, multiple-subject student teachers build to a level of full responsibility for planning and teaching lessons, assessing pupil learning, maintaining records, and managing administrative obligations. Single-subject student teachers continue full responsibility and independent teaching of the two (2) class periods from Clinical Practicum Experience II, and add a third class period.

An assignment of an SCU student teacher to practice teaching in schools or classes of the District shall be, at the sole discretion of SCU, for Clinical Practicum Experience I, Clinical Practicum Experience II, and Clinical Practicum Experience III. An SCU student teacher may be given more than one assignment by SCU to practice teaching in such schools or classes. Student teachers shall not be full time employees of a district. Student teachers shall have duties and responsibilities appropriate to a pre-certified teacher. Student teacher may be hired for a part time employee role (i.e. paid substitute teacher).

IV. GENERAL TERMS

1. The District shall provide to SCU student teachers teaching experience through practice teaching in schools and classes of the District not to exceed program requirements set forth in Section III above. Such practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District, as the District and SCU through their duly-authorized representatives may agree upon.

In compliance with California Senate Bill 488 ("SB488"): Certification Process for Literacy Instruction Teacher Preparation in California, placement sites will provide candidates in clinical practice settings the opportunity to (1) engage in the Teaching Performance Expectations ("TPEs") related to oral and language, as set forth in SB488, (2) learn about, and where possible, observe, how schools/teachers are using screening and diagnostic techniques to inform teaching and assessment and early intervention techniques, as appropriate to the credential and as identified in the TPEs and standard, and (3) to observe and practice, to the extent practicable, the concepts and strategies included in the California Dyslexia Guidelines. Candidates in clinical practicum will also take and be expected to pass a literacy performance assessment approved by the California Commission on Teacher Credentialing that includes a focus on foundational literacy skills and the additional cross cutting themes in literacy.

For educational specialist candidates, candidates will have clinical practice opportunities in both general and special education classrooms.

2. All supervising teachers shall hold a Clear Credential in the content area for which they are providing supervision, have a minimum of three years of content area K-12 teaching experience, and be CLAD certified or hold equivalent certification.

3. SCU will verify that the teacher candidate meets the basic program criteria to become an intern: has a B.A. or B.S. degree; has met basic education skills competency (CBEST); has met subject matter competency (CSET); has obtained Certificate of Clearance, has received a tuberculosis test result showing that the student is free of infectious tuberculosis, and that the student meets criteria for admission to the University.

4. The District may, for good cause, refuse to accept for practice teaching any SCU student teacher assigned to practice teaching in the District, and upon request of the District, made for good cause, SCU shall terminate the assignment of any SCU student teacher to practice teaching in the District. SCU may, for good cause, refuse an assignment of a supervising teacher employed by the District.

5. “Practice teaching” as used herein and elsewhere in this Agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the California Commission on Teacher Credentialing, other than emergency or provisional credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

   “Quarter” as used herein and elsewhere in this Agreement means the academic term, as proscribed by the academic calendar, in which SCU [or District] students attend classes and sit for exams.

6. The assignment of an SCU student teacher to practice teaching in the District shall be deemed to be effective for purposes of this Agreement as of the date the SCU student teacher presents to the proper authorities of the District the placement document given by SCU effecting such assignment, but not earlier than the date of such assignment as shown on such placement document.

7. In the event the assignment of an SCU student teacher to practice teaching is terminated by SCU for any reason, the District shall receive payment on account of such SCU student teacher. If an SCU student teacher is assigned by SCU to another supervising teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

8. Each May, SCU shall submit to the District payment and supporting documentation for each supervising teacher, at the rate provided herein, for all practice teaching supervision provided by the District under and in accordance with this Agreement during said academic year. SCU shall provide duplicate copies of supporting documents to both Human Resources and Business Services at the District. The District agrees to transmit promptly to the supervising teachers the stipend at the rate provided herein.

9. Notwithstanding any other provisions of this Agreement, SCU shall not be obligated by this Agreement to pay the District any amount in excess of the fee schedule set forth in Section III above.

10. The District will save harmless and indemnify SCU against all claims, demands, suits, judgments, expense and costs of any and every kind, insofar as it may legally do so and subject to the availability of funds, on account of the injury to or death of persons or loss of or damage to property arising in any manner out of District's performance of the terms of this Agreement.

    SCU will save harmless and indemnify the District against all claims, demands, suits, judgments, expense and costs of any and every kind, insofar as it may legally do so and subject to the availability of funds, on account of the injury to or death of persons or loss of or damage to property arising in any manner out of SCU's performance of the terms of this Agreement.

11. Insurance

    SCU and District will procure and maintain in full force and effect adequate insurance or will self-insure their obligations under this Agreement.

    A. District shall furnish to SCU an underwriter's endorsement with a Certificate of Insurance stating that there is liability insurance presently in effect for the Agreement with a single limit of not less than $1,000,000 per occurrence, and $2,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of $1,000,000 per occurrence. Upon District request, SCU will provide its certificate evidencing the above insurance coverage.

    B. The Certificate of Insurance shall provide:

        a. That the insurer will not cancel the insured's coverage without thirty (30) days prior notice to SCU;

b. Santa Clara University, its Trustees, officers, employees and agents, must be added by endorsement as insured, but only insofar as the operations under the Agreement are concerned.
c. That SCU will not be responsible for any premiums or assessments on the policy.

C. The District agrees that the bodily injury liability insurance herein provided shall be in effect at all times during the term of the Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, the District agrees to provide at least thirty (30) days prior to said expiration date, a new Certificate of Insurance evidencing insurance coverage for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. In the event that the District fails to keep in effect at all time insurance coverage as provided herein, SCU may in addition to any other remedies it may have and in accord with the Termination provision of this Agreement, terminate the Agreement upon occurrence of such event.

D. SCU and the District shall maintain Workers Compensation coverage for their respective employees in statutory limits as required by California law.

E. The limit of coverages set forth above is a minimum amount, and any situation where an unusually high risk of liability is present, SCU may require the District to carry insurance with a higher limit.

12. District and SCU affirm that they follow all State and Federal laws regarding civil rights, including California Labor Code LAB § 1735, as well as internal anti-discrimination policies.

13. Governing Law
This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions. Each article shall be independent and separable from all other articles, and the invalidity of an article shall not affect the enforceability of any of the articles.

14. Assignment
This Agreement may not be assigned by either party without the express, written consent of the other party.

15. This Agreement contains the entire Agreement between the SCU and the District relating to the subject matter hereof, and supersedes all prior and contemporaneous negotiations, correspondence, understandings and Agreements between the parties. This Agreement may be modified or amended only by the mutual, written consent of both parties.

16. SCU and the District represent and warrant that the undersigned have the authority to act on behalf of the parties and to bind the parties and all who may claim through them to the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

Burbank Unified School District	Santa Clara University School of Education and Counseling Psychology
_____ Oscar Macias, Ed.D Interim Superintendent	_____ Kathy Stoehr, Ph.D. Director of Teacher Education
_____ Signature	_____ Dean/Dean's Designate Printed Name/Signature
Date: _____	Date: _____

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Rental Agreement, Mike Brown Grandstands, Inc., Burbank High School (BHS Site Fund/Football Trust)

Background:
Burbank High School temporarily rents bleachers for their home football games annually. However, due to hosting home games for the 26-27 football season, the site needs to extend the rental to cover the full time period.

Discussion/Issues:
On May 5, 2026, Burbank High School received an agreement from Mike Brown Grandstands to rent a set of 114' long x 6 rows high bleachers for their 26-27 football season. The rental period is from August 17, 2026-October 19, 2026.

Fiscal Impact:
$4,500 (BHS Site Fund)
$4,500 (Football Trust Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve a rental agreement between Burbank Unified School District and Mike Brown Grandstands, Inc., for temporary rental bleachers at Burbank High School, effective August 17, 2026 through October 19, 2026, not to exceed $9,000 (010-00000-0-11100-10000-4310-431-0000) BHS Site Fund/ (62500) Football Trust, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Mike Brown Grandstands, Inc.

P.O. Box 2185 ~ Irwindale, CA 91706
Ph: (626) 303-5112 Fx: (626) 303-5115
email: bill@mbgs.com

QUOTATION

QUOTE 12962 BG

TO:
BURBANK HIGH SCHOOL
Allison Mckain
902 N. 3RD STREET
BURBANK , CA 91502
phone 843 812-0521 **fax**

Quote Date	May 5, 2026

Site Location
Burbank High School -
902 N. Third St.
Burbank , CA 91502

WE ARE PLEASED TO QUOTE ON YOUR INQUIRY AS FOLLOWS:

QTY	DESCRIPTION	PRICE	AMOUNT
	Temporary rental of the following:		
1	114' long x 6 rows high bleacher. Front row elevated 40". Three aisles. Capacity 390 seats)		
	Price includes delivery, installation, rental and removal.		$9,000.00
	Permits are not included and if required are the responsibility of the customer.		
	A signed contract is required otherwise a delivery will NOT be scheduled		
	Subject to availability at time of order.		
	TERMS NET 10 (with P.O.)		
	INSTALL: Mon, Aug 17, 2026 7:00 AM REMOVAL: Mon, Oct 19, 2026 7:00 AM		
	PLEASE NOTE: THIS IS A QUOTATION. THIS IS NOT A CONFIRMATION OF MATERIAL BEING DELIVERED. A SIGNED CONTRACT IS REQUIRED FOR A DELIVERY TO BE SCHEDULED		
	All liability including, but not limited to, the use and operations of the above rental equipment is the sole responsibility of Lessee. Lessor is responsible only for the structural integrity of the installation. Lessee agrees to defend and hold harmless Lessor in any and all claims, except in the event of structural failure, in connection with the above rental equipment. Minors shall not be allowed on rental equipment unsupervised.		
	QUOTED BY: BILL GALLIMORE	TOTAL	$9,000.00

Mike Brown Grandstands, Inc.

P.O. Box 2185 ~ Irwindale, CA 91706
Ph: (626) 303-5112 Fx: (626) 303-5115

CONTRACT 14401 BG

BILL TO: Burbank High School
Hector Valencia
902 N. 3rd Street
Burbank , CA 91502

SITE LOCATION: Burbank High School -
902 N. Third St.
Burbank , CA 91502

OFFICE PH: 818 621-5777
FAX:
E-MAIL: hectorvalencia@burbankusd.org
CLIENT PO#:
CLIENT SITE REP: Jose Perez
SITE PHONE: 818 823-0447
JOB #: 17270

DESCRIPTION OF SERVICE

QUANTITY	ITEM	PRICE
	Temporary rental of the following:	
1	114' long x 6 rows high bleacher. Front row elevated 40". Three aisles. Capacity 390 seats)	
	Price includes delivery, installation, rental and removal.	$9,000.00
	Permits are not included and if required are the responsibility of the customer.	
	A signed contract is required otherwise a delivery will NOT be scheduled	
	Subject to availability at time of order.	

Installation: August 17, 2026 7:00 AM
Removal: October 19, 2026 7:00 AM
TERMS: NET 10 (with P.O.)

All liability including, but not limited to, the use and operations of the above rental equipment is the sole responsibility of Lessee. Lessor is responsible only for the structural integrity of the installation. Lessee agrees to defend and hold harmless Lessor in any and all claims, except in the event of structural failure, in connection with the above rental equipment. Minors shall not be allowed on rental equipment unsupervised.

TOTAL	$9,000.00
DEPOSIT	
BALANCE	$9,000.00

Please Send Payments ONLY to P.O. Box 1414, Glendora, CA 91740

This proposal shall represent the full and complete Agreement between the parties when signed by the Lessee and returned to us. Notwithstanding the foregoing, this Agreement is subject to availability of the material and equipment described herein as of the date the fully executed Agreement is received by us. **This Agreement is subject to the terms and conditions set forth on the back page hereof, which terms and conditions are made part of this Agreement.**

Lessee Burbank High School
Hector Valencia

By _____
DATE

Lessor Mike Brown Grandstands, Inc.
Bill Gallimore

Date May 6, 2026

Mike Brown Grandstands, Inc.

P.O. Box 2185 ~ Irwindale, CA 91706
Ph: (626) 303-5112 Fx: (626) 303-5115

CONTRACT 14401 BG

Terms and Conditions

1. Lessor hereby leases to the Lessee, and Lessee hereby leases from Lessor, the material and equipment described on the face side of this agreement (Hereinafter called "equipment"), and agrees to provide the services incident thereto at the price set forth here in and subject to the following terms and conditions:

2. This is a lease agreement only and the equipment shall remain the property of Lessor. Lessee shall not sublet, encumber or dispose of said equipment or do anything which might suggest to third parties that Lessee has any power to do so. The equipment shall not be removed from the place of installation without the express written consent of Lessor, and Lessee shall not remove, cover or interfere with Lessor's identification or advertising labels attached to the equipment.

3. Lessee assumes all risks and liability for the use and operation of the equipment and for personal, injuries and property damage arising from or incidental thereto; and Lessee shall protect, defend, indemnify and save harmless Lessor against any and all claims, demands or causes of action of every kind arising in favor of any person, including but not limited to Lessee, his guests and employees of Lessor and Lessee, on account of personal injuries or death, or damage to property, growing out of, incident to or resulting directly or indirectly from the performance of this lease agreement, from any cause whatsoever unless such claims, demands or causes of action arise solely through the negligence of Lessor.

4. Lessee agrees to provide, at his expense, sufficient unobstructed space for the delivery, installation, dismantlement and removal of the equipment, and access to such space. Prior to the time fixed for the dismantlement and removal of the equipment, Lessee shall remove all personal property installed or placed on the equipment by Lessee or any other party, and upon dismantlement of the equipment, Lessor shall have no obligation to provide protection for such personal property of Lessee or third party which had theretofore been protected by Lessor's equipment or to move, remove or dismantle such personal property or to dispose of any rubbish or refuse on Lessee's premises not directly attributable to the removal of Lessor's equipment. In the event that any such personal property is not removed as required herein prior to the dismantlement and removal of the equipment, Lessor may nonetheless enter the premises, move or remove any of such personal property at Lessee's risk and cost, and dismantle and remove the equipment without further notice, and Lessee hereby indemnifies Lessor from any cost, expense or liability arising therefrom.

5. Lessor shall deliver and install the equipment at such reasonable times, as it deems best for safety and scheduling, allowing time for Lessee's decoration and pre-event arrangements. Lessee shall advise the Lessor as to the existence and location of any underground cables, pipes, conduits, etc. In the absence of such advice Lessor can assume no underground obstructions exist. Although Lessor will endeavor to minimize damage to Lessee's lawn, plantings, underground utilities and premises generally (including power failures and other hazards), Lessee assumes the risk and releases Lessor from liability from any such damages which may occur. Lessor may rely on and follow any directions whether oral or written of any member of Lessee's family or his employees or agents with respect to any act or acts performed by Lessor in the delivery, installation, dismantlement or removal of the equipment or the performance of any services called for by this agreement.

6. If Lessee supplies any labor in connection with the installation of the equipment, Lessee shall provide workmen's compensation insurance for such labor meeting applicable state law requirements and general liability insurance in amounts reasonably required by Lessor, Lessee shall hold Lessor harmless from and against any all claims, damages, costs and liability of any nature related to the use of such labor supplied by Lessee.

7. In the event that Lessee changes any of the arrangements relating to the services to be performed or to equipment to be leased, Lessor shall have the right to add or subtract such equipment, service or servicemen as in its sole discretion may be necessary to maintain the safety and quality of the work to be performed. Lessee shall pay for any additional equipment, service or servicemen (or shall receive credit for any reduction thereof) at Lessor's customary charge therefore.

8. This contract may be cancelled by Lessee not less than seventy-two (72) hours prior to the time scheduled for initial delivery of equipment to premises of Lessee. In the event that such notice of cancellation is given by Lessee to Lessor on or before thirty (30) days prior to such scheduled delivery date then Lessee's deposit shall be refunded except for such portion of the deposit as represents out-of-pocket expenditures incurred by Lessor in anticipation of the engagement. In the event that such notice of cancellation is given less than thirty (30) days but more than (72) seventy-two hours prior to such delivery date, then Lessee shall be liable in addition thereto for any provable damages directly attributable to such cancellation. Should Lessee fail to give such notice of cancellation prior to seventy-two (72) hours before the scheduled delivery date, then Lessee shall be responsible for the full contract price as specified in this agreement.

9. Lessee shall pay the contract price, plus such additions thereto as may be agreed upon or chargeable pursuant to the terms hereof within the period specified herein. If the balance due is not paid at the time, an amount equal to 2% (24% per annum) of the outstanding balance shall be added to said balance every thirty (30) days thereafter until final payment is made by Lessee. as a service charge and not an interest charge. In the event that Lessee has directed that the lease charges hereunder be billed to another person or organization, and payment is not made by such person or organization with the terms specified Lessee shall, promptly upon receiving notice of non-payment, pay said lease charges and such additional charges as may be added to the outstanding balance pursuant to the terms hereof. In the event of any failure by Lessee to timely make any payments required under this lease agreement and if either party utilizes counsel to pursue the matter, the prevailing party in any such dispute shall be entitled to its reasonable attorney and expert fees and costs related to collecting the money owed under this agreement.

10. If Lessee shall default in the payment of any fees hereunder or otherwise breach any of the terms and conditions hereof, or if any execution of writ or process of law shall be issued in any action against the Lessee, whereby the said equipment might be taken or distrained, or if a proceeding in bankruptcy, receivership or insolvency shall be instituted by or against Lessee or his property, or if Lessee shall enter into any agreement or composition with creditors, or if Lessor shall deem itself insecure, Lessor may immediately take repossession of its equipment without any court order or any other process of law and may enter upon any premises where said equipment may be and remove the same with or without notice of its intention to do so, without liability therefor.

11. No representations, warranties or agreements, oral or written, expressed or implied, have been made by either party hereto with respect to this agreement or the equipment rented except as expressly provided herein. This agreement, together with schedules from time to time attached hereto, constitutes the entire agreement of the parties hereto. Any changes or modification of this agreement must be in writing and signed by the duly authorized representatives of the parties hereto except that any agreement between the said parties as to any additional equipment or services needed by the Lessee and the charges therefor may be made orally by the parties. In the event of any breach of this agreement by Lessor, Lessee's sole and exclusive remedy shall be the refund of the price paid or that portion thereof as may represent Lessee's damages. LESSOR SHALL NOT BE LIABLE FOR ANY INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES RESULTING FROM LESSOR'S BREACH.

12. Lessor's rights and remedies hereunder or by law shall be cumulative, not exclusive, and shall be in addition to all of the rights and remedies available to Lessor. Lessor's failure to enforce strictly any provisions of this agreement shall not be construed as a waiver thereof, or as excusing Lessee from future performance.

13. If this contract provides for the sale of goods, paragraphs 3, 4, 6, 9, 10, 11, and 12 above shall apply, and in addition, the following terms shall apply:
a) The goods are sold "AS IS" with NO WARRANTY of merchantability or of fitness for a particular purpose except as expressly stated on the face hereof.
b) Installation, maintenance or other services are not included in the sale contract. If this agreement provides for services to be rendered by Lessor, the contract therefore shall be deemed separate from this agreement, and will be priced separately, and in such case paragraph 6 shall apply to the extent it is applicable.
c) Buyer represents and warrants that he has all knowledge and facilities necessary for proper maintenance of the goods sold and Buyer further indemnifies and holds harmless Lessor, from all claims, damage, cost and liability of any nature related to the use and/or maintenance of the goods.

14. Any person executing this agreement on behalf of a corporation or organizing warrants in his individual capacity that he is acting within the scope of his authority and that said corporation or organization shall be bound thereby.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	The Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement, Boss Graphics, Mural Project, Building 7 Tower, John Burroughs High School (JBHS Gift Funds-PTSA)

Background:
The building 7 tower at John Burroughs High School was painted in summer of 2024. To promote school pride, the school community would like to have a mural painted over the location that previously housed the past logo.

Discussion/Issues:
John Burroughs High School is seeking to beautify the campus with a mural depicting the brand claw, name, and established year. The wall is concrete with a semi rough texture, 40' wide and the area for the mural is about 17' tall. Boss Graphics will paint, apply a fade resistant UV clear coating, and rent an 80' boom lift to complete this project.

Fiscal Impact:
$9,380 (JBHS Gift Funds-PTSA)

Recommendation:
The Administrative Services Department recommends that the Board of Education approve an agreement between Burbank Unified School District and Boss Graphics for the Mural Project at the Building 7 Tower at John Burroughs High School, effective May 22, 2026 through May 21, 2027, not to exceed $9,380 (010-90820-0-00000-85000-5890-432-0000) JBHS Gift Funds-PTSA, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

ESTIMATE

Moonlight Sign Co LLC DBA: Boss Graphics
13020 Tom White Way Suite G, Norwalk, CA, 90650
(818) 248-7066
trinidad@bossgraphics.com
www.bossgraphics.com

BILL TO

Kenneth Knoop
John Burroughs High School
1920 W. Clark Ave
Burbank CA 91506
KennethKnoop@burbankusd.org

CC:
JessicaSanchez2@burbankusd.or
g

ESTIMATE # 00075734
ESTIMATE DATE 03/11/2026

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	PAINT A LARGE "BEAR CLAW" LOGO WITH JOHN BURROUGHS EST 1948 TEXT ON EXTERIOR TOWER WALL	4,544.00	4,544.00
1	APPLY A FADE RESISTANT U.V. CLEAR COAT	1,136.00	1,136.00
1	PAINT AND MATERIAL	500.00	500.00
1	80' BOOM LIFT RENTAL	3,200.00	3,200.00
		TOTAL	**$9,380.00**

TRINIDAD MARIN
BOSS GRAPHICS

Thank you

TERMS & CONDITIONS

40% DEPOSIT (CREDIT/CHECK ACCEPTED) OR PURCHASE ORDER REQUIRED BEFORE WORK BEGINS. BALANCE DUE UPON COMPLETION OF WORK . THIS ESTIMATE GOOD FOR 90 DAYS.

Burbank Unified School District
Facilities Services
510 South Shelton Street
Burbank, CA 91506
Ph: 818-729-5502 • Fax: 818-729-3484

Authorization for Site Work

This form must be approved by an Assistant Superintendent of Education Services and transmitted to Facilities for the clearance from the Director of Facilities before the next step

Requester's Name: Kenneth Knoop **Site:** John Burroughs High School

Location of Proposed Work: Building 7 tower

Funding Source: JBHS PTSA

Tentative scheduled date(s) for project(s):

TBD BOARD APPROVAL - EARLY MAY

Description of the proposed construction, modification, or improvement project(s), please attach photos for reference:

This wall is concrete with semi rough texture. The wall is 40' wide and the area for the mural is about 17' tall. We are seeking to beautify campus with a mural depicting our brand claw, name, and established year. Boss Graphics will paint, apply a fade resistant UV clear coating, and rent an 80' boom lift to complete this project.

Kenneth Knoop		
Requester's Print Name:	**Asst. Sup. Of Ed. Services Print Name:**	**Director of Facilities Print Name:**
Requester's Signature:	**Asst. Sup. Of Ed. Services Signature:**	**Director of Facilities Signature:**
04/15/2026		
Date:	**Date:**	**Date:**

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Administrative Services
PREPARED BY:	Rachel Paghunasan, Director of Food Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	May 21, 2026
SUBJECT:	Approval of Agreement for Professional Services, Webb Design (Cafeteria Fund)

Background:

Burbank Unified School District is undertaking a districtwide evaluation of foodservice facilities to support DSA and local Health Department compliance, improve kitchen layouts, and inform future operational and capital planning decisions. Several school kitchens require assessment to identify code-related deficiencies, infrastructure needs, and opportunities to improve efficiency and service delivery.

Due to the specialized nature of foodservice facility planning, the District requires a professional consultant with expertise in K-12 foodservice operations, regulatory compliance, and strategic planning. Webb Foodservice Design (Webb) is a qualified foodservice consulting firm with experience providing districtwide planning services for school nutrition programs.

Discussion/Issues:

The Webb Foodservice Design will develop a Districtwide Foodservice Strategic Plan that includes site-specific assessments and concept-level recommendations for selected secondary and middle school campuses. The scope of work focuses on planning and evaluation only and is intended to provide the District with actionable information to support future decision-making. Services include:

- Programming meetings with Food Services leadership to identify strategic goals, vision, and operational methods
- Development of guiding principles for districtwide foodservice planning
- Site assessments and conceptual kitchen layout recommendations addressing:
    - DSA compliance considerations
    - Health Department compliance considerations
- Identification of high-level foodservice infrastructure needs
- Preparation of a preliminary itemized budget aligned with planning concepts
- A final written report outlining findings and recommendations

The following sites are included in the planning effort:

- John Burroughs High School
- Burbank High School
- John Muir Middle School
- Luther Burbank Middle School

- Dolores Huerta Middle School

The agreement does **not** include preparation of construction documents, DSA submittals, or Health Department plan review. These services may be considered separately at a later phase.

Fiscal Impact:

The total cost for foodservice planning services is $15,000, based on a flat fee of $3,000 per school, for five (5) sites.

- Total Contract Amount: $15,000
- Funding Source: Cafeteria Fund – Fund 13
- Additional onsite meetings, if required, may be added at $1,000 per meeting with District approval.

Recommendation:

Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and Webb Foodservice Design to provide professional foodservice planning services in the amount of $15,000 effective May 22, 2026 (13.0-53100.0-00000-37000-5880-7490000) and that authority to sign the contract pursuant to BUSD—AR 3314, as presented.

April 7, 2026

FOODSERVICE PLANNING AGREEMENT

This agreement between **Webb Foodservice Design** and

Burbank Unified School District
Attn: Rachel Paghunasan
RachelPaghunasan@burbankusd.org
818.729.4540

Webb Foodservice Design agrees to furnish Design Services for:

Burbank Unified School District (BUSD)
Districtwide Foodservice Strategic Plan
Burbank, CA

PROJECT DESCRIPTION & SCOPE:

Burbank Unified School District has requested a foodservice planning proposal from Webb Foodservice Design (Webb) for the BUSD Districtwide Foodservice Strategic Plan project. This fee proposal is based on our understanding of the following project assumptions as listed below:

- Project Scope: Development of Foodservice Strategic Plan to include school specific studies for DSA and Health Department compliance, and recommendations for improved layouts. This proposal does not include design documents or DSA or health department submittal, but it is intended to provide information on costing and to assist BUSD in decision-making to bring these kitchens up to code.
  - John Burroughs High School
  - Burbank High School
  - John Muir Middle School
  - Luther Burbank Middle School
  - Dolores Huerta Middle School
- Schedule: 2- 3 site visits began 3/24/2026 and included Huerta MS and Luther MS.
- Exclusions: Design services beyond concept plans are excluded from this scope of work.

Foodservice Design

P 714.508.1880
1530 S. Lewis St.
Anaheim, CA 92805
webbfsd.com

PLANNING PHASE:

- Participate in a programming meeting with foodservice director to identify strategic planning issues affecting the project, discuss vision, and operational methods.
- Develop goals and objectives (guiding principles) for the projects.
- Develop concept plans that include code-required upgrades for DSA and health department compliance for the kitchens.
- Provide conceptual ideas that describe layout improvements.
- Determine high-level foodservice infrastructure requirements.
- Provide a preliminary itemized budget that collaborates with concept plans.
- Develop a final report outlining findings and recommendations.

MEETINGS:

The total number of project meetings below is included in the base fee. Additional meetings can be added according to the optional services listed below.

Onsite (1x each project location over 2-3 days)	3
Via Video Conference	4
Total	**7**

FEE SCHEDULE:

The fees for the above services are as follows:

Foodservice Planning:

Planning Phase	$15,000.00
Total ($3k per school)	**$15,000.00**

Optional Services:

Additional onsite meetings/ per meeting	$1,000.00

HOURLY COMPENSATION RATES:

Time spent on revisions to work previously approved will be billed at the base hourly rate or overtime rate commensurate with the classification of personnel completing the work, per our current rate schedule which may be revised from time to time. Revision fees include charges to work previously performed and approved by the Client. Our current base rate schedule is as follows:

Principal	$280.00
Associate Principal	$250.00
Studio Lead	$235.00
Project Manager	$225.00
Associate Project Manager	$200.00
Accounting	$200.00
Job Captain	$175.00
Administration	$150.00

PAYMENT:

Project will be billed monthly based on percentage of work completed to date or upon completion of each design phase (whichever occurs first). Payments via credit card will be assessed with a 4% surcharge for processing.

LIMITATIONS:

This proposal is subject to acceptance within thirty (30) days from the date listed within.

Should the project be cancelled or stopped, the hourly rates indicated above will apply for all work performed to date and will be due at that time of cancelation, as well as any reimbursable expenses incurred.

INTERRUPTION OF WORK: Should Consultant's work for this project be postponed and then restarted in a period exceeding sixty (60) days from the date of written notice to stop work, Consultant reserves the right to renegotiate remaining fees.

AGENTS RESPONSIBILITIES: Agent is defined as **Burbank Unified School District**

A. Agent and/or agents' architect shall provide all information and architectural plans concerning requirements for the project and/or building.

COPYRIGHT:

All documents, designs and specifications are the property of Webb Foodservice Design and are fully protected under current copyright laws.

LIMITATION OF LIABILITY:

Compensation. Neither Webb Foodservice Design and its consultants, nor their agents or employees shall be jointly, severally or individually liable to the owner or client in excess of the compensation to be paid pursuant to this agreement by reason of any act or omission, including breach of contract or negligence not amounting to a willful or intentional wrong.

LAW THAT IS GOVERNED:

This agreement is governed by the law of the principal, place of business of Webb Foodservice Design 1530 S Lewis St, Anaheim, California 92805.

AMENDMENT TO AGREEMENT AND OTHER AGREEMENTS:

This agreement can only be amended by a written document signed by both parties and supersedes any oral or written agreements arrived at prior to this agreement.

Webb Foodservice Design	**Burbank Unified School District**
Gina M. Brinegar, FCSI, CFSP Principal	Accepted by: Date:

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Administrative Services Department
PREPARED BY:	Valezka Emes, Director of Facilities
SUBMITTED BY:	Megan Burkhart, Facilities Operations Construction Technician
DATE:	May 21, 2026
SUBJECT:	Approval of Award of Contract, Bid #2526-013 Chalmers Construction Services, Site Preparations for Two (2) Relocatable Classrooms, Mingay Burbank Adult School (Adult Education Fund)

Background:
Burbank Adult School (BAS) is currently facing a critical shortage of classroom space, limiting its ability to serve the growing number of adult learners seeking to acquire new skills for employment. A key goal for BAS is to expand its medical career training programs, particularly for English learners. However, the lack of available classrooms has become a significant barrier to meeting this objective. Over the past two years, student enrollment at BAS has increased substantially, underscoring the urgent need for additional instructional space. Expanding facilities would allow the school to launch accelerated programs tailored to English learners pursuing careers in the medical field, ultimately helping more students achieve their professional goals.

The District held a bid walk on March 18, 2026. There were thirteen (13) bid packages submitted, of which six (6) were deemed responsive.

Qualifying Bids for the Site Preparations for the Two (2) Relocatable Classrooms received were as follows:

Estate Design and Construction	$325,700.00	Non-Responsive
Chalmers Construction Services Inc	$380,000.00	
Leonida Builders, Inc.	$392,000.00	Non-Responsive
All American Building Services	$460,000.00	Non-Responsive
Hart Design Build Inc.	$469,000.00	
Shiraz Construction	$548,888.00	Non-Responsive
Safir Construction	$575,000.00	Non-Responsive
RAMSA Construction Inc	$628,000.00	
AMB Group Inc.	$645,750.00	Non-Responsive
SBS Corporation	$666,316.00	
Golden Sun Firm & Co., Inc.	$708,860.00	Non-Responsive
Omega Construction Co	$841,000.00	
The Nazerian Group	$918,123.00	

The seven (7) that were deemed not responsive had similar issues with the proper listing of subcontractors. Chalmers Construction was selected as the lowest bidder.

Discussion/Issues:
At present time, low voltage fiber for the Adult School annex is coming from Luther Middle School, located North of the site. This will be disconnected and new fiber will be re-routed by pulling from the Adult School main building. In addition to installing new fiber optic cabling, Chalmers Construction will also prepare ground and asphalt surfaces for the installation of the two (2) new relocatable classrooms. This will include, but not limited to, providing complete utility connections to both relocatable buildings of the following: fire alarm, power and electrical, communications/data, water service, sewer service. Chalmers Construction will also perform crack-filling and asphalt sealing in affected work areas as well as furnish and installing cabinetry as per approved drawings.

Financial Impact:
$350,000.00 Base Bid Amount
$30,000.00 District Allowance
$380,000.00 Grand Total (Adult Education Fund)

Recommendation:
The Administrative Services Department recommends that the Board of Education approves an Award of Contract between Burbank Unified School District and Chalmers Construction Services for Site Preparations for the Two (2) Relocatable Classrooms at the Mingay Burbank Adult School, effective May 22, 2026 through May 21, 2027, not to exceed $380,000.00, including reimbursables (11.0-00000.0-91008-85000-6170-5330000) Adult Education Fund, and that the authority to sign the agreement be exercised pursuant to BUSD - AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

BID FORM

Dear Board Members:

The undersigned, doing business under the firm name of:

Chalmers Construction Services, Inc.

hereby propose and agree to enter into a Contract, to furnish any and all labor, materials, applicable taxes, equipment and services for the completion of Work described hereinafter and in the Contract Documents.

BASE BID	$ 350,000.00
DISTRICT ALLOWANCE	$ **30,000.00**
BASE BID PLUS ALLOWANCE	$ 380,000.00

BASE BID PLUS ALLOWANCE (in words)

Three-hundred eighty thousand dollars

Circular letters, bulletins, addenda, etc., bound with the specifications or issued during the time of bidding are included in the bid, and, in completing the Contract, they are to become a part thereof.

The receipt of the following addenda to the specifications is acknowledged:

Addendum No. 1 Date 03/30/2026 Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

If written notice of the Award of Contract is mailed, emailed or delivered to the undersigned at any time before this bid is withdrawn, the undersigned shall, within ten (10) days after the date of such mailing, emailing or delivering of such notice, execute and deliver an agreement in the form of agreement present in these Contract Documents and provide Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The undersigned hereby designates as the office to which such Notice of Award of Contract may be mailed, telegraphed, or delivered:

Razmik Tahmasian	President	razmik@chalmerscs.com
Name	Title	Email Address

Chalmers Construction Services, Inc.
Company Name

10442 La Tuna Canyon Rd. Sun Valley, CA 91352
Physical Address City, State ZIP

BURBANK UNIFIED SCHOOL DISTRICT

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

BID FORM

Pursuant to and in compliance with Notice Inviting Bids and other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform within the time stipulated, the contract, including all of its component parts, and everything required to be performed, including its acceptance by the District, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required.

The Bidder acknowledges liability for liquidated damages in the amount of **One Thousand Five Hundred Dollars ($1,500.00)**, for each calendar day beyond the scheduled day of completion, for which Contractor has contributed to or caused delay, until the project is completed and accepted.

It is understood that the District reserves the right to reject this bid and that the Bid shall remain open to acceptance and once opened, is irrevocable for a period of NINETY (90) days.

Site Visit Certification: By submission of this bid, the Bidder hereby certifies that its estimating and management staff has visited the site of the proposed work and is fully acquainted with the conditions relating to construction and labor. Bidder fully understands the facilities, difficulties, and restrictions pertaining to the execution of the work and has also relayed this information to all listed subcontractors and suppliers. Bidder fully indemnifies **BURBANK UNIFIED SCHOOL DISTRICT** and all their respective officers, agents, employees, and consultants from any damage or omission related to conditions that could have been identified during a visit to the site.

The undersigned shall, within ten (10) business days after the delivery of a Notice of Award, execute and deliver an agreement in the form of agreement present in these Contract Documents and provide Performance and Payment Bonds in accordance with the specifications and bid as accepted.

The Bidder specifically acknowledges and understands that if it is awarded a Contract, that it shall perform the Work of the Project while fully cooperating and complying with all applicable provisions of the District's labor compliance program. The undersigned Bidder hereby certifies that Bidder can furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.

Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claims" and "knowingly" are defined in the California False Claims Act, CA Gov. Code, §2650 et. Seq.), the District will be entitled to civil remedies set forth in the California False Claims Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

BURBANK UNIFIED SCHOOL DISTRICT

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

BID FORM

Our Public Liability and Property Damage Insurance is placed with:

Great American Assurance Company	5200971A;12/31/2026
Company Name	Policy Number/Expiration
6800 Owensmouth Ave., Suite 140,	Woodland Hills, CA 91303
Physical Address	City, State ZIP

Our Workers' Compensation Insurance is placed with:

State Compensation Insurance Fund	1939180;10/01/2026
Company Name	Policy Number/Expiration
655 N Central Ave,	Glendale, CA 91203
Physical Address	City, State ZIP

This bid may only be withdrawn prior to the scheduled time for the opening of bids or any authorized postponement thereof.

COURSE-OF-CONSTRUCTION INSURANCE REQUIREMENTS (required prior to commencement of work- reference Section 11.1.6.1 of the included General Conditions for Contract of Construction)

Contractor, during the progress of the Work and until final acceptance of the Work by Owner upon completion of the entire Contract, shall maintain Builder's Risk/Course-of-Construction insurance satisfactory to the Owner, issued on a completed value basis on all insurable Work included under the Contract Documents. This insurance shall insure against all risks, including but not limited to the following perils: vandalism, theft, malicious mischief, fire, sprinkler leakage, civil authority, sonic boom, explosion, collapse, flood, earthquake (for projects not solely funded through revenue bonds, limited to earthquakes equivalent to or under 3.5 on the Richter Scale in magnitude), wind, hail, lightning, smoke, riot or civil commotion, debris removal (including demolition) and reasonable compensation for the Architect's services and expenses required as a result of such insured loss. This insurance shall provide coverage in an amount not less than the full cost to repair, replace or reconstruct the Work. Such insurance shall include the Owner and any other person or entity with an insurable interest in the Work as an additional named insured.

The Contractor shall submit to the Owner for its approval all items deemed to be uninsurable under the Builder's Risk/Course-of Construction insurance. The risk of the damage to the Work due to the perils covered by the Builder's Risk/Course-of-Construction insurance, as well as any other hazard which might result in damage to the Work, is that of the Contractor and the surety, and no claims for such loss or damage shall be recognized by the Owner, nor will such loss or damage excuse the complete and satisfactory performance of the Contract by the Contractor.

BURBANK UNIFIED SCHOOL DISTRICT

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

BID FORM

NOTE: A bidder shall not submit a bid unless the bidder's contractor's license number appears clearly on the bid, the license expiration date and class are stated, and the bid contains a statement that the representations made therein are made under penalty of perjury. Any bid submitted by a contractor who is not licensed pursuant to Business and Professions Code §7028.15 shall be considered nonresponsive and shall be rejected. Any bid not containing the above information, or a bid containing information which is subsequently proven false, may be considered nonresponsive and may be rejected. Each bid must give the full business address of the bidder and be signed by bidder with bidder's usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

The undersigned declares, under penalty of perjury under the laws of the State of California, that the representations made in this bid are true and correct.

Signature		Date: April 2, 2026
Print Name: Razmik Tahmasian		Title: President
Company Name: Chalmers Construction Services, Inc.		State of Incorporation: CA
Mailing Address: 10442 La Tuna Canyon Rd.		City, State ZIP: Sun Valley, CA 91352
Email Address: razmik@chalmerscs.com		Telephone: 818-957-4521
DIR Registration No.: 1000010480		Expiration: 06/30/2027
CSLB License No.: 581376	Class(es): A,B	Expiration: 03/31/2027

NOTE: *This page may be reproduced as necessary to list additional corporate officers or partners.*

☐ **Evidence of authority to bind the corporation is attached.**

BA20260727928

STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION
CORPORATION

California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only

-FILED-

File No.: BA20260727928

Date Filed: 4/1/2026

Entity Details

Corporation Name	CHALMERS CONSTRUCTION SERVICES, INC.
Entity No.	3187618
Formed In	CALIFORNIA

Street Address of Principal Office of Corporation

Principal Address	10442 LA TUNA CANYON ROAD SUN VALLEY, CA 91352

Mailing Address of Corporation

Mailing Address	10442 LA TUNA CANYON ROAD SUN VALLEY, CA 91352
Attention	

Street Address of California Office of Corporation

Street Address of California Office	None

Officers

Officer Name	Officer Address	Position(s)
● RAZMIK TAHMASIAN	10442 LA TUNA CANYON ROAD SUN VALLEY, CA 91352	Chief Executive Officer, Secretary, Chief Financial Officer

Additional Officers

Officer Name	Officer Address	Position	Stated Position
None Entered			

Directors

Director Name	Director Address
+ RAZMIK TAHMASIAN	10442 LA TUNA CANYON ROAD SUN VALLEY, CA 91352-2107

The number of vacancies on Board of Directors is: 0

Agent for Service of Process

Agent Name	ARAM ANANIAN
Agent Address	2626 FOOTHILL BLVD SUITE 201 LA CRESCENTA, CA 91214

Type of Business

Type of Business	GENERAL CONSTRUCTION

Email Notifications

Opt-in Email Notifications	No, I do NOT want to receive entity notifications via email. I prefer notifications by USPS mail.

Labor Judgment

No Officer or Director of this Corporation has an outstanding final judgment issued by the Division of Labor Standards Enforcement or a court of law, for which no appeal therefrom is pending, for the violation of any wage order or provision of the Labor Code.

B4553-9845 04/01/2026 10:33 AM Received by California Secretary of State

Bond No. CSBA-34233
Purchasing Services Department
1900 W Olive Ave
Burbank, CA 91506
www.burbankusd.org

BID BOND

KNOW ALL MEN BY THESE PRESENTS: that we,

Chalmers Construction Services, Inc.

as Principal and Atlantic Specialty Insurance Company as Surety, are held and firmly bound unto **BURBANK UNIFIED SCHOOL DISTRICT**, in the County of Los Angeles, State of California, hereinafter called the "Owner," in the sum of Ten Percent (10%) of the Total Amount of the Bid submitted to the Owner: $10%
(Ten Percent of the Amount Bid Dollars) for payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain bid, attached hereto and hereby made a part hereof, to enter into a Contract in writing for the construction of

BID 2526-013 SITE PREPARATION FOR RELOCATABLE CLASSROOMS AT BURBANK ADULT SCHOOL

in strict accordance with Contract documents.

NOW, THEREFORE,

a. If said bid shall be rejected, or, in the alternative;
b. If said bid shall be accepted and the Principal shall execute and deliver a contract in the form of agreement attached hereto and shall execute and deliver Performance and Payment Bonds in the forms attached hereto (all properly completed in accordance with said bid), and shall in all other respects perform the agreement created by the acceptance of said bid;

then this obligation shall be void, otherwise the same shall remain in full force and effect, it being expressly understood and agreed that the liability of the Surety for any and all default of the Principal hereunder shall be the amount of this obligation as herein stated.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract on the call for bids, or to the Work to be performed hereunder, or the specification accompanying the same, shall in any way affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of said Contract or the call for bids, or to the Work, or to the specifications.

BURBANK UNIFIED SCHOOL DISTRICT

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

BID BOND

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under several seals this 19th day of March, 2026, hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In the presence of:

(Affix Corporate Seal)

Chalmers Construction Services, Inc.
(Corporate Principal)

10442 La Tuna Canyon Road, Sun Valley, CA 91352
(Business Address)

(Affix Corporate Seal)

Atlantic Specialty Insurance Company
(Corporate Surety)

150 Royall Street, Suite 100

Canton, MA 02021
(Business Address)

By: Shaunna Rozelle Ostrom, Attorney-in-Fact

The rate of premium on this bond is $N/A per thousand.

The total amount of premium charged is $N/A.

The above must be filled in by Corporate Surety.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On 03/19/2026 before me, Laura Conlon, Notary Public
(insert name and title of the officer)

personally appeared Shaunna Rozelle Ostrom,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)
Laura Conlon

FRS3 LAURA CONLON
COMM. #2521232
Notary Public-California
ORANGE COUNTY
My Comm. Expires Jun 20, 2029 FRS3

Bond No. CSBA-34233

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Adrian Langrell, Arturo Ayala, Ben Stong, Benjamin Wolfe, Chelsea Liberatore, Daniel Huckabay, Frank Morones, Magdalena R. Wolfe, Robert Wood, Shaunna Rozelle Ostrom, Stephanie McClain**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2026.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

By _____
Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2026, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.

ALISON D. NASH-TROUT
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2030

_____
Notary Public

I, the undersigned, Assistant Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 19th day of March, 2026.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

This Power of Attorney expires
January 31, 2030

_____
Nicole Pelletier, Assistant Secretary

Please direct bond verifications to surety@intactinsurance.com

Bidder	Base Bid Amount	District Allowance	Total Bid
Estate Design and Construction	$ 295,700.00	$ 30,000.00	$ 325,700.00
Chalmers Construction Services Inc	$ 350,000.00	$ 30,000.00	$ 380,000.00
Leonida Builders, Inc.	$ 362,000.00	$ 30,000.00	$ 392,000.00
ALL AMERICAN BUILDING SERVICES	$ 430,000.00	$ 30,000.00	$ 460,000.00
Hart Design Build Inc.	$ 439,000.00	$ 30,000.00	$ 469,000.00
Shiraz Construction	$ 518,888.00	$ 30,000.00	$ 548,888.00
Safir Construction	$ 545,000.00	$ 30,000.00	$ 575,000.00
RAMSA Construction Inc	$ 598,000.00	$ 30,000.00	$ 628,000.00
AMB Group Inc.	$ 615,750.00	$ 30,000.00	$ 645,750.00
SBS Corporation	$ 636,316.00	$ 30,000.00	$ 666,316.00
Golden Sun Firm & Co., Inc.	$ 678,860.00	$ 30,000.00	$ 708,860.00
Omega Construction Co	$ 811,000.00	$ 30,000.00	$ 841,000.00
The Nazerian Group	$ 888,123.00	$ 30,000.00	$ 918,123.00

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Assistant Superintendent of Educational Services
PREPARED BY:	Peter Knapik, Assistant Superintendent of Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	May 21, 2026
SUBJECT:	John Burroughs High School Construction (Overnight) Field Trip

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Background:

The John Burroughs High School Construction wish to travel to Atlanta GA for the Skills USA National Conference on Monday, June 1, 2026, through Friday, June 5, 2026.

Discussion/Issues:

One Student will travel to Atlanta with Mr. Mendez, Teacher and one other Adult. Student and Chaperones will be staying at Signia by Hilton Atlanta Georgia, 195 Northside Dr. NW, Atlanta GA 30313 (404) 223-4414.

Day 1: Student will attend Grand Opening, Delegation Welcome Dinner and Meeting.

Day 2 - 4: Student will attend Skills USA Championships

Day 5: Student attend Awards Session. Raw scores will be available at 9:00 pm

Day 6: Travel Day back California

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting was held and all students and parents/guardians were expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. The trip, funded by fundraising and financial aid, as needed. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Peter Knapik, Assistant Superintendent of Educational Services, recommends that the Board of Education approve the John Burroughs High School Construction Design Build team (Overnight) Field Trip request to participate in the National Leadership and Skills Conference June 1, 2026 through Friday, June 5, 2026, as presented.