BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, April 04, 2024

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

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/Btxm8Md3fCRmCY6D9 3pm on Wednesday, April 3rd. Please indicate if your comment pertains to (1) an item on this agenda, or (2) a subject within the jurisdiction of the Board of Education. Closed Session Public Comments must be given in person.

2. The Zoom Webinar will open at 6:30 p.m. Speakers are asked to rename their Zoom profile to indicate their full name to expedite this process. Please note that only those individuals who have signed up to speak prior to 3:00 p.m. on 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 speaker's name will be called and the speaker should activate their microphone and camera. Speakers must be present in the Zoom Webinar when their name is called in order to address the Board. Speakers are also requested to state their name (and their pronouns, if desired) prior to addressing the Board. Please note that the chat function will be disabled.

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

5. If you would like to make a Public Comment and require Spanish, Armenian, or ASL translation, please email cindyquiterio@burbankusd.org prior to 3:00 p.m. the day before the meeting to receive a registration link.

2. REQUESTS TO ADDRESS THE BOARD

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

2.b Staff Responses

2.c Board Members' Responses

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

3.a Expelled Student for Readmittance in the Burbank Unified School District, as per Board Policy 5144 and Education Code 48917
The Board of Education will meet in Closed Session pursuant to Board Policy 5144 and Education Code Section 48917 to consider the readmittance recommendation report from the Transfer Review committee for Student 960027890, as presented in Confidential Exhibit 3a.

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

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

5. REPORTING ON CLOSED SESSION

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

7. ITEMS FOR FUTURE AGENDAS

8. OATH OF OFFICE

8.a Administration of the Oath of Office for Student Board Member
Emily Weisberg, President, Board of Education, will administer the Oath of Office to Student Board Member: Daniela Alvarez, representing Monterey High School (MHS); who will serve as Student Board Members for the remainder of the 2023-2024 school year.

9. PRESENTATIONS / RECOGNITIONS

9.a Recognition of Burbank High School Student
Oscar Macias, Director of Secondary Education & DEI, will introduce Jacob Flores, Burbank High School Counselor, who will facilitate recognition of Renu Dommeti, winner of the Teach Democracy Mock Trial Competition, Alan I. Rothenberg Award for 2023 Outstanding Prosecution Pretrial Attorney.

9.b Presentation on Portrait of Kindness Club
Oscar Macias, Director of Secondary Education & DEI, will introduce Julie Grene, John Burroughs High School Library Coordinator, who will facilitate presentation of the Portraits of Kindness Club from John Burroughs High School.

10. REPORTS FROM THE BOARD AND STAFF

10.a Student Representatives
Paris Tesfu; John Burroughs High School, and Andranik Bilbulyan; Burbank High School, and Daniela Alvarez; Monterey High School will report on activities at their respective schools.

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

10.c Reports from the Superintendent
John Paramo, Superintendent will report on items of interest to the Board of Education and the community.

11. REQUESTS TO ADDRESS THE BOARD

11.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.

11.b Superintendent's Comments

John Paramo, Superintendent, will respond to public comment.

11.c Board Members' Responses

Board Members will respond to public comment.

12. REPORTS TO THE BOARD

12.a Report on BUSD Academic Performance Indexes

Peter Knapik, Assistant Superintendent, Educational Services will report to the Board of Education on multi-year academic performance, as presented.

Report on Academic Performance Indexes 4 4 24.pdf

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

13.a Public Hearing of the District's Initial Proposal for the 2024 - 2025 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association (BTA)

The Board of Education will hold a public hearing to allow public comment regarding the 2024-2025 Initial Bargaining Proposal to the Burbank Teachers Association, as presented.

Public Hearing Initial Proposal BTA 040424.pdf

14. NEW AND/OR UNFINISHED BUSINESS

14.a Approval of the District's 2024 - 2025 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District's Initial Proposal for the 2024 - 2025 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Approval Initial Proposal BTA 040424.pdf

14.b Acceptance of the Burbank Teachers Association (BTA), Initial Proposal for Bargaining a 2024 - 2025 Amendment to the Current Agreement with the Burbank Unified School District
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education, accept the BTA, Initial Proposal for Bargaining a 2024 - 2025 Amendment to the current Agreement with the Burbank Unified School District, as presented.

Acceptance of BTA Reopener 040424.pdf

14.c Adoption of Resolution 25 – Proclaiming April 24, 2024 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923
Linda Junge, Assistant Superintendent, Instructional Services recommends that the Board of Education adopt Resolution 25 – Proclaiming April 24, 2024 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented

Armenian Genocide Day_Resolution 25_4 4 24.pdf

14.d Adoption of Resolution 26 Proclaiming May 3, 2024, as School Lunch Hero Day
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 26 proclaiming May 3, 2024 as School Lunch Hero Day, as presented.

Adoption of Resolution 26 Proclaiming May 3, 2024 as School Lunch Hero Day.pdf

14.e Adoption of Resolution 27 Proclaiming the Week of May 6, 2024 through May 10, 2024, Substitute Teacher Appreciation Week
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 27 proclaiming the week of May 6, 2024 through May 10, 2024, as Substitute Teacher Appreciation Week, as presented.

Adoption of Resolution 27 Proclaiming the week of May 6, 2024 through May 10, 2024, Substitute Teacher Appreciation Week.pdf

14.f Adoption of Resolution 28 Proclaiming May 7, 2024 as Day of the Teacher and May 6, 0224 through May 10, 2024 as Burbank Unified School District Teacher Appreciation Week
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 28 proclaiming May 7, 2024 as Day of the Teacher and May 6, 2024 through May 10, 2024 as Burbank Unified School District Teacher Appreciation Week, as presented.

Adoption of Resoluton 28 Proclaiming May 7, 2024 as Day of the Teacher and May 6, 2024 through May 10, 2024 as Burbank Unified School District Teacher Appreciation Week.pdf

14.g Adoption of Resolution 29 Proclaiming May 8, 2024 as School Nurse Day
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 29 proclaiming May 8, 2024 as School Nurse Day, as presented.

Adoption of Resolution 29 Proclaiming May 8, 2024 as School Nurse Day.pdf

14.h Adoption of Resolution 30 for Exemption to the Separation-From-Service Requirement Pursuant to Section 24214.5 or 26812 of The Education Code for CALSTRs Members
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 30 for Exemption to the Separation-From-Requirement pursuant to Section 24214.5 and 26812 of the Education Code for CALSTRs members, as presented.

Resolution 30 - Exemption Cuseo 040424.pdf

14.i Ratification to Amend Board Bylaw 9320 to Change the Start Time and Frequency of Regular Board of Education Meetings
John Paramo, Superintendent, recommends that the Board of Education ratify the amendment of Board Bylaw 9320 to change the start time of regular Board of Education meetings from 7:00 p.m. to 6:00 p.m., Closed Session from 6:00 p.m. to 5:00 p.m., and for the frequency of meetings to remain on the first and third Thursdays of the month, except as indicated during the months of March, June, and December, effective April 4, 2024, as presented.

Board Meeting Time Change.pdf

14.j Approval of 2024-2025 Regular Board of Education Meeting Dates
John Paramo, Superintendent, recommends that the Board of Education approve its regular meeting dates for the 2024-2025 school year, as presented.

Approval of Regular Board Meeting Dates 2024-2025.pdf

14.k Amended Agreement for Professional Services (Human Resources Services)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education amend the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees not to exceed $60,000.00 (01.0-00000.0-72000-5850-7552000) effective retroactive to July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD--AR 3314, as presented.

Amended Agreement for Professional Services (Human Resources).pdf

14.l Amendment of the Proposed 2024-2025 Instructional Calendars
Sarah Rudchenko, Assistant Superintendent, recommends that the Board of Education Amend the proposed 2024-2025 Instructional Calendars, as presented.

Amendment of the Proposed 2024-2025 Instructional Calendars.pdf

14.m Approval of School Psychologist Stipends
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education approve the Intern School Psychologist Stipends, as presented.

Approval of Intern School Psychologist Stipends.pdf

14.n Approval of Reorganization Plan to Reinstate the Position for Executive Assistant/Public Information Officer
John Paramo, Superintendent, recommends that the Board of Education approve the reorganization plan to reinstate the position of Executive Assistant/Public Information Officer,

effective April 5, 2024, as presented.

Approval of Reorganization Plan.pdf

14.o Designation of Sarah Rudchenko, Assistant Superintendent, Human Resources Services, as District's Lead Representative for the California School Employee Association (CSEA)
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education designate Sarah Rudchenko, Assistant Superintendent, Human Resources Services, to serve as the District's Lead Representative for labor negotiations with the California School employee Association (CSEA), as presented.

Designation of Sarah Rudchenko, Assistant Superintendent, Human Resources Services, as District's Lead Negotiator for California School Employee Association (CSEA).pdf

14.p Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC) and Reappointment of Members
Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the expiration of three (3) terms on the SFOC and recommends that the Board of Education reappoint Brandon Mullins and Justin Worsham to a two-year term effective June 1, 2024 through May 31, 2026, as presented.

SFOC Expiration of Terms_040424.pdf

14.q Approval of Memorandum of Understand between the Burbank Unified School District and TNTP, Inc.
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the Memorandum of Understanding between the Burbank Unified School District and TNTP, INC effective April 4, 2024 through July 31, 2028, as presented.

Approval of Memorandum of Understanding between Burbank Unified School District and TNTP, Inc.pdf

14.r Approval of Fee Increase for Around the Bell
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed rate increases, as indicated in the Board action item above for the Around the Bell Program, effective July 1, 2024, as presented.

ATB Fee Increase 4.4.24.pdf

14.s Acceptance of Gifts
John Paramo, 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 040424.pdf

15. 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.

15.a Approval of John Burroughs High School Boys Volleyball (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Boys Volleyball (Overnight) Field Trip request to participate in the Santa Barbara Tournament of Champions in Santa Barbara, CA. from Thursday, April 11, 2024 through Saturday, April 13, 2024, as presented.

JBHS Boys Volleyball Extended Overnight Field Trip 4 4 24.pdf

15.b Approval of Burbank High School (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Burbank High School Instrumental Music (Overnight) Field Trip request to participate in the World Strides Festival in San Diego, CA from Thursday, April 11, 2024 through Saturday, April 13, 2024, as presented.

BHS IMA Overnight Field Trip 4 4 24.pdf

15.c Approval of John Burroughs High School Key Club (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Sacramento, CA from Friday, April 12, 2024 to Sunday, April 14, 2024, as presented.

JBHS Key Club Field Trip 4 3 24.pdf

15.d Approval of John Burroughs High School Construction Class (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Construction class (Overnight) Field Trip request to participate in the SoCal Design Build Competition in Huntington Beach, CA from Tuesday, April 11, 2024, as presented.

JBHS Construction Class Trip 4 3 24.pdf

15.e Approval of Luther Burbank Middle School 6th Grade GATE Science (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Luther Burbank Middle School 6th Grade GATE Science (Overnight) Field Trip request to participate in the Ocean Institute Sea Floor Explorer Program from Wednesday, May 8, 2024 through Friday, May 10, 2024, as presented

LBMS GATE Extended Overnight Field Trip 4 4 24.pdf

15.f Amendment of Agreement for Consultant Services
Dr. Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Maxim Healthcare Staffing, Inc., to provide other health services on an "as needed" basis when other qualified staff are not available effective August 14, 2023 through June 30, 2024, not to exceed $50,000 (01.0-00000.0-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

Board Memo-Maxim 23-24 - AMENDED.pdf

15.g Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960037928, effective March 18, 2024 through October 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960037928 Karen Epport_Ratification.pdf

15.h Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960022400, not to exceed $3,577.50 (01.0-65000.0-57602-11900-5850-7440000), effective March 13, 2024 through March 13, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022400 Professional Tutors_Ratification.pdf

15.i Ratification of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $31,605 (01.0-65000.0-57601-11804-5810-7440000), effective March 26, 2024 through May 23, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Aya Healthcare_Special Education Teacher.pdf

15.j Amendment of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $300,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 1, 2023 for a total not to exceed $200,000. This amendment increases by $100,000. The new not to exceed amount is $300,000.

SPED Professional Services Adams Silva & McNally_Amendment.pdf

15.k Ratification of University Agreement-California State University. Dominguez Hills
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and California State University, Dominguez Hills to provide educational field experience, effective March 7, 2024 until terminated five (5) years on March 7, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD--AR 3314, as presented.

Ratification of University Agreement- California State University, Dominguez Hills.pdf

15.l Approval of University Agreement-Biola University
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the University Agreement between the Burbank Unified School District and Biola University to provide educational field experience, effective April 4, 2024 through until terminated upon mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD-AR 3314, as presented.

Approval of University Agreement- Biola University.pdf

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

Approval of Instructional Consultants 040424.pdf

15.n Ratification of Agreement for Instructional Consultant Services
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratification of Instructional Consultants Consent 040424.pdf

15.o Approval of the 2023-2024 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve purchase orders for 2023-2024 as listed through March 11, 2024, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf

15.p Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024, Report Summary No. 3, January 1 through March 31, 2024, as presented.

BUSD_Williams_UCP_Report_3rd_Quarter_2023 24.pdf

15.q Approval of Personnel Report Number 23-24-16
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-16, covering Certificated and Classified personnel, and consisting of Pages 1 to 27 inclusive, as presented.

Personnel Report 23-24-16.pdf

15.r Approval of Burbank and Burroughs High School SkillsUSA (Overnight) Field Trip
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of

Education approve the Burbank and Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 57th Annual SkillsUSA Leadership Conference & Skills Competition Thursday, April 4, 2024 through Sunday, April 7, 2024, as presented.

BHS JBHS Skills USA Overnight Field Trip 4 4 24.pdf

15.s Amendment of Agreement for Professional Services Protocol Nursing Agency
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District not to exceed $465,000 (01.0-000000-00000-0000-0000000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Amended Protocol Agency 4 4 24.pdf

15.t Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Construction of Ball Wall, Disney Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of
Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Construction of the Ball Wall at Disney Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $9,000 (21.3-00000.0-91008-85000-6281-2010000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-4 AOC_MASSADI_DISNEY_BOND.pdf

15.u Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Alterations to Existing Playground and Restroom with ADA Upgrades; Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc. Division of State Architect (DSA) Inspections for the Alterations to the Existing Playground and Restroom with ADA Upgrades for the Teddy Bear Park Project at Theodore Roosevelt Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $18,000 (21.3-00000.0-91008-85000-6205-2140000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-4 AOC_MASSADI_ROOSEVELT_BOND.pdf

15.v Approval of Award of Contract, Montgomery Hardware Company, Furnish and Install Security Upgraded Hardware, Dolores Huerta Middle School, Thomas Jefferson Elementary School and Joaquin Miller Elementary School (Bond Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District

and Montgomery Hardware Company to Furnish and Install Security Upgraded Hardware at Dolores Huerta Middle School, Thomas Jefferson Elementary School and Joaquin Miller Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $827, 505.02 (21.3-00000.0-93000-85000-6249-7730000 Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-4 AOC_MONTGOMERY_HUERTA _JEFFERSON_MILLER_BOND.pdf

15.w Approval of Professional Services Agreement, Ninyo & Moore Geotechnical and Environmental Services, Construction of Ball Wall, Walt Disney Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Ninyo & Moore Geotechnical and Environmental Services for Construction of the Ball Wall at Walt Disney Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $8,846.00 (21.3-00000.0-91008-85000-6230-2010000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-4 AOC_NINYO_DISNEY_BOND.pdf

15.x Approval of Professional Services Agreement, Ninyo & Moore Geotechnical and Environmental Services, Alterations to Existing Playground and Restroom with ADA Upgrades, Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Ninyo & Moore Geotechnical and Environmental Services for the Alterations to the Existing Playground and Restroom with ADA Upgrades, for the Teddy Bear Park Project at Theodore Roosevelt Elementary, effective April 5, 2024 through April 4, 2025, not to exceed $16,572.00 (21.3-00000.0-91008-85000-6230-2140000 Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

4-4 AOC_NINYO_ROOSEVELT_BOND.pdf

15.y Approval of Agreement for Audit Services, CliftonLarsonAllen

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and CliftonLarsonAllen (CLA), as the District Auditor for the fiscal years ending June 30, 2024, June 30, 2025 and June 30, 2026, not to exceed $127,575, $133,245 and $139,545 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and $6,000 to $8,000 per additional program, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CLA 3 year agmt 040424.pdf

16. ADJOURNMENT

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:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Report on BUSD Academic Performance Indexes

Background:
Academic Performance remains the highest priority for the Burbank Unified School District (BUSD). Performance data is analyzed on regular basis by district leadership, school sites, grade level teams, & subject alike teams across the district. Annual results from state assessments are presented to the board and academic affairs committee to assist with discussions around planning and budgeting for the school year. Additionally, local data including growth monitoring benchmarks, grade distributions, and the need for credit recovery programs or grade improvement programs are essential to the discussion of academic performance. Lastly, multiple metrics are used to measure growth towards BUSD goals in the Local Control and Accountability Plan (LCAP). The information presented in this report are a broad preview of how BUSD is progressing towards our district goals.

District Wide Goals for 2023-2024:
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:

Personnel Measures – None

Monitoring and Addressing Student Progress/Growth

- Third through Eighth Grade

Local assessments are used to closely monitor student progress and address specific gaps in student learning. Students in K-8 currently use an instructional application called i-Ready for growth monitoring as well as to provide individualized intervention support. I-Ready provides diagnostic data of student performance, the i-Ready program also provides specialized instruction/activities on an individualized, small group, or whole class level to address gaps in learning. Data retrieved from i-Ready will be specifically analyzed using beginning of the year assessment results as compared to end of the year assessment results to understand the growth students demonstrated and the BUSD's ability to close identified gaps in student performance/learning (data included in board presentation). Additionally, CAASPP results are analyzed annually as well as grade distributions.

- Ninth through Twelfth Grade

As students prepare for graduation and college/career readiness, grade data and on-track monitoring are essential to supporting students with their post-graduation plans. BUSD closely monitors course completion to plan and prepare effective credit recovery programs as well as opportunities for grade improvement. A-G completion has been a primary focus for BUSD the past couple of years as we have identified specific opportunities for growth through professional development, collaboration, and programs aimed to increase the number of students prepared for college. Data analyzed to monitor our progress includes our local benchmarks, Grade Distributions, and the "C or better" rate specifically for A-G courses.

Fiscal Impact:
None

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services will report to the Board of Education on multi-year academic performance, as presented.

BURBANK UNIFIED ACADEMIC METRICS REPORT

BUSD Instructional Services

Robyn Anders, Ed.D.

April 4, 2024

Math Metrics

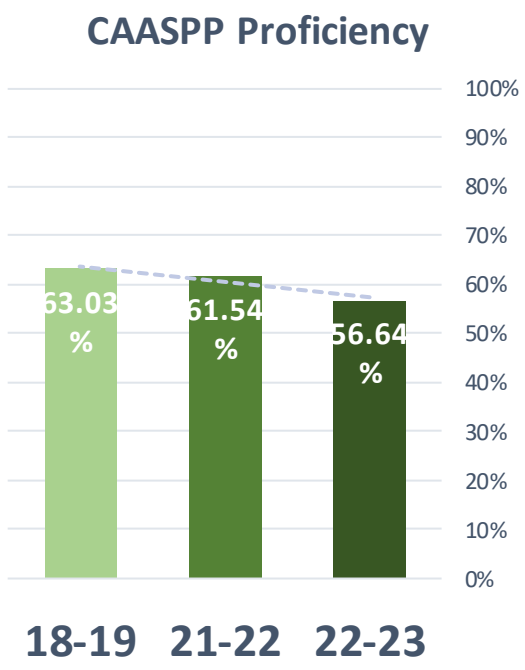


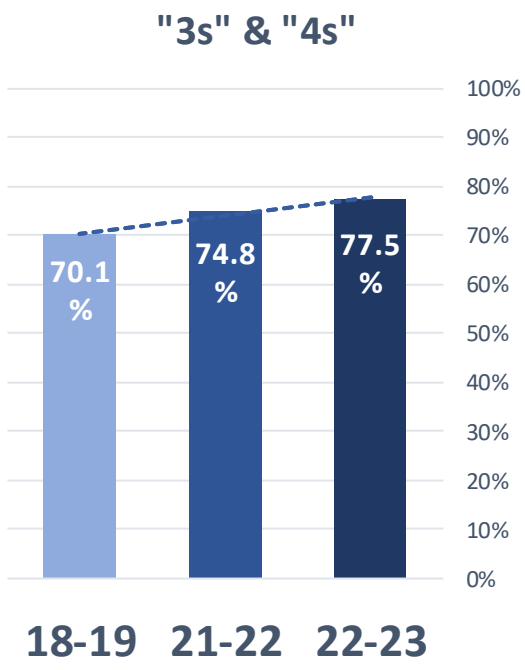
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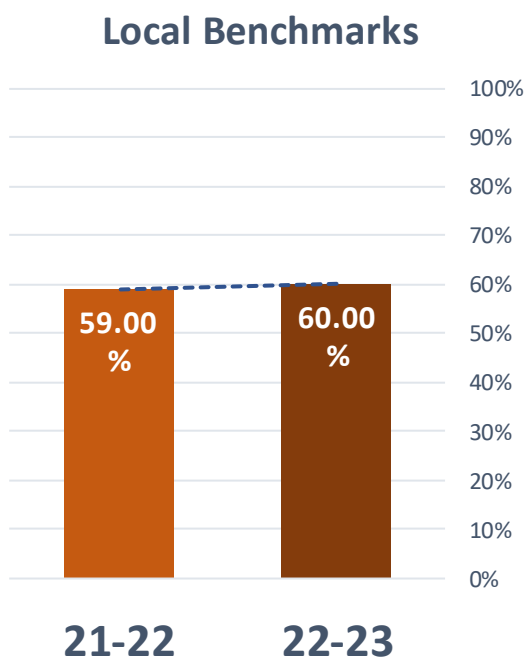
MATH ANALYSIS, DATA TRENDS, & CONTEXT

- Areas for Improvement:
  - District Subgroups in Red or Orange on CA Dashboard include Foster Youth, English Learners, Hispanic, SED, & Students with Disabilities; foster youth declined considerably
  - Dropped 1.3% from 21-22 to 22-23 in Math proficiency All Grades on CAASPP Assessment
- Success Indicators:
  - Grade Distributions are improving in percentage of "C or Better" students in most grades in Math.
- Local Context:
  - Large influx of English Learners (ELD 1) who are not exempt from CAASPP Assessment in Math in first year and attendance concerns related to illness or Covid-19 regulations.
- Continued Investigation:
  - Students struggling with proficiency on local assessments (District Benchmarks given during finals) in high school.
  - Continuing PLC work regarding vertical alignment, number sense, and math mindset.

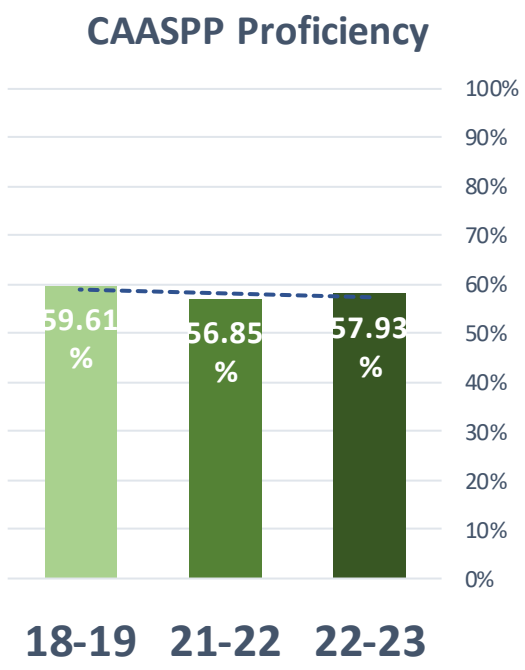
GRADE 3 MATH

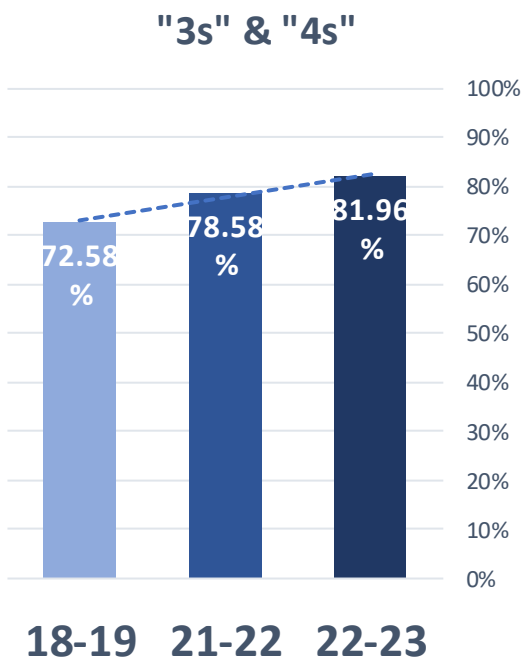

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
63.03 %
61.54 %
56.64 %
18-19
21-22
22-23

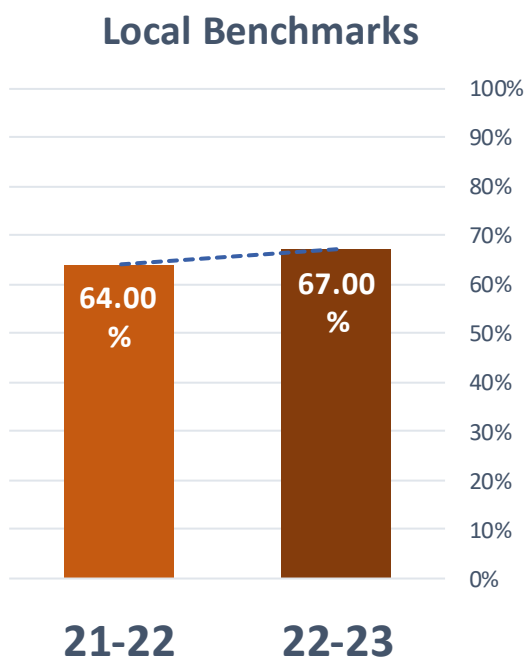

"3s" & "4s"
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
70.1 %
74.8 %
77.5 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
59.00 %
60.00 %
21-22
22-23

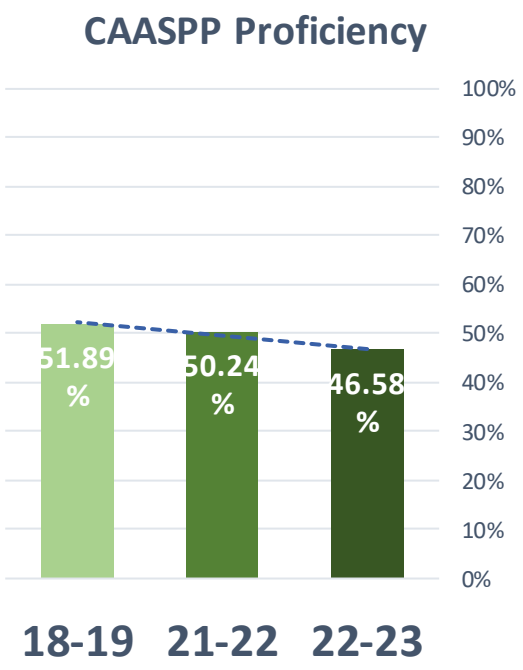
GRADE 4 MATH

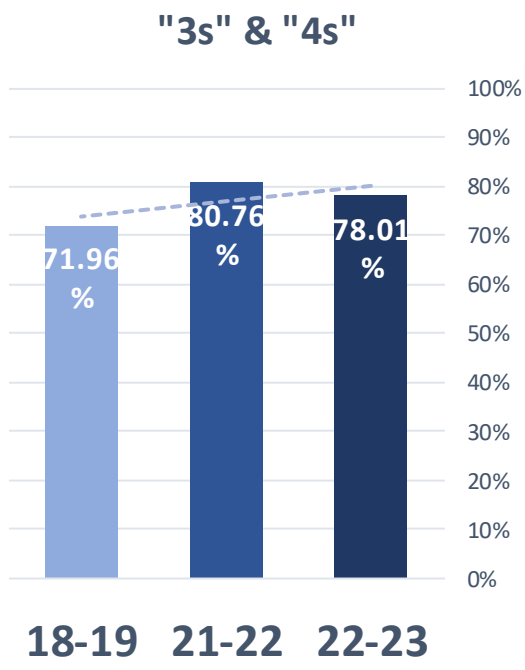

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
59.61 %
56.85 %
57.93 %
18-19
21-22
22-23

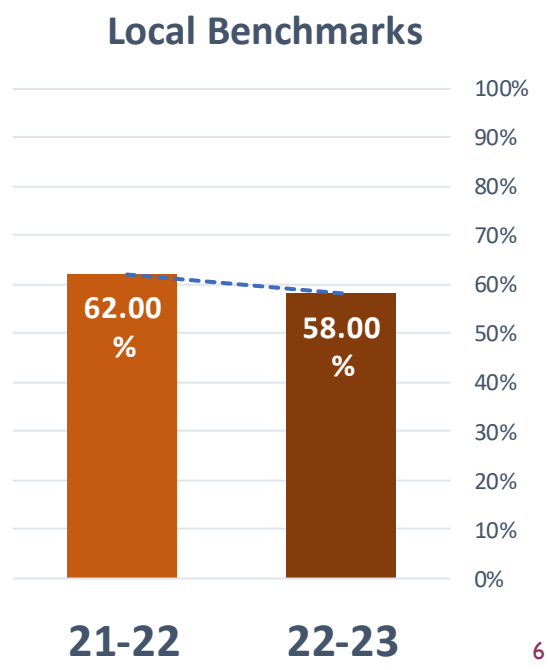

"3s" & "4s"
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
72.58 %
78.58 %
81.96 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
64.00 %
67.00 %
21-22
22-23

GRADE 5 MATH

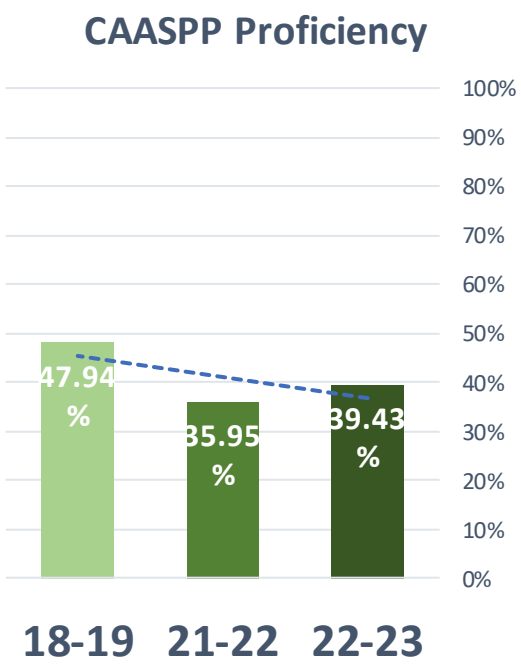


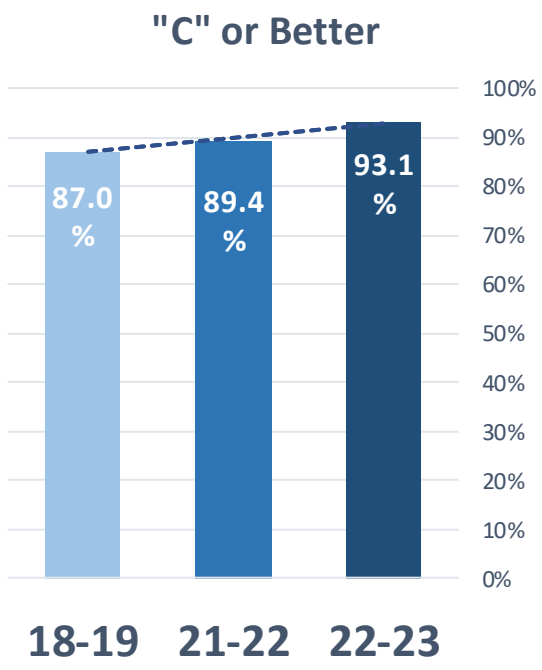


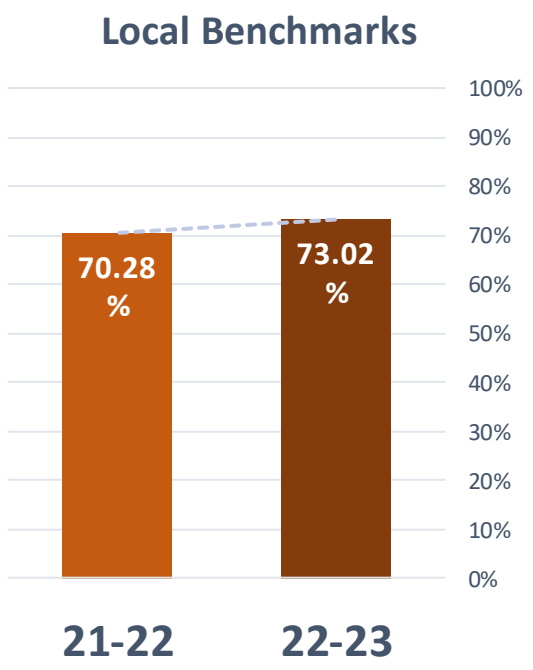


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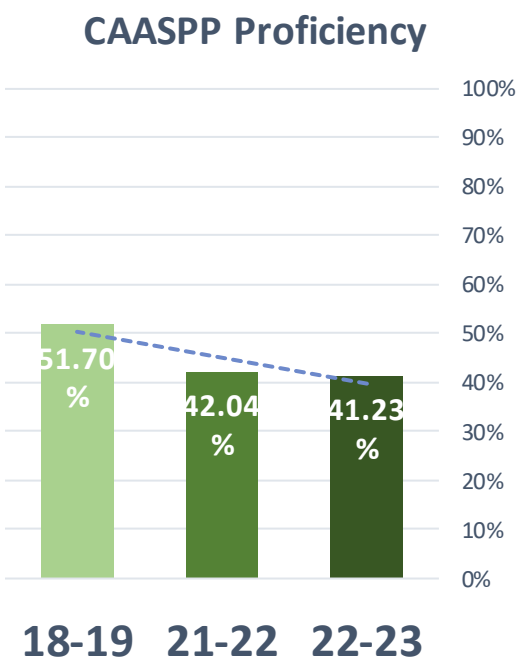
GRADE 6 MATH

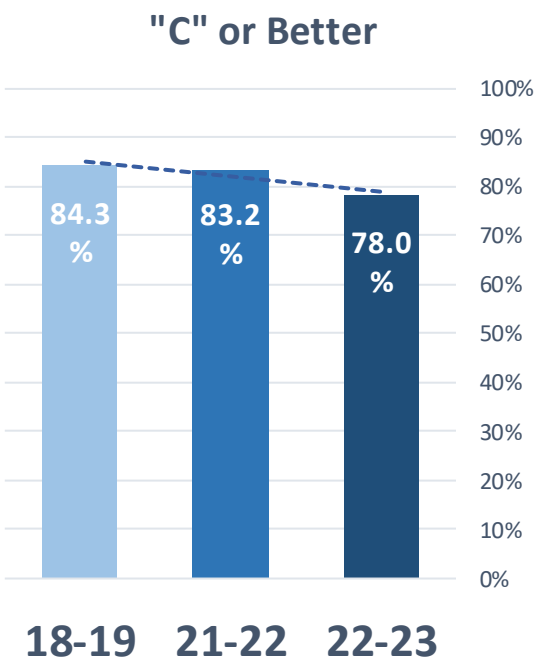

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
47.94 %
35.95 %
39.43 %
18-19
21-22
22-23

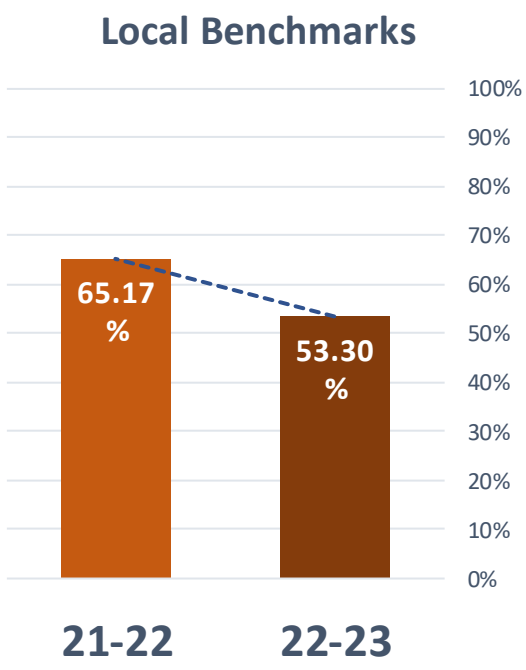

"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
87.0 %
89.4 %
93.1 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
70.28 %
73.02 %
21-22
22-23

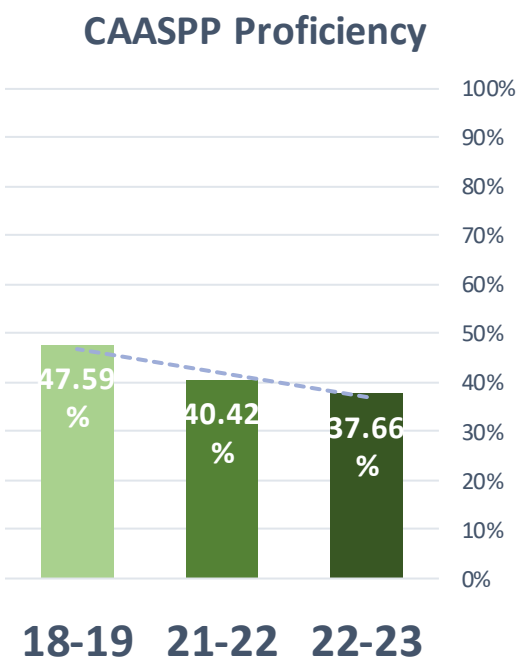
GRADE 7 MATH

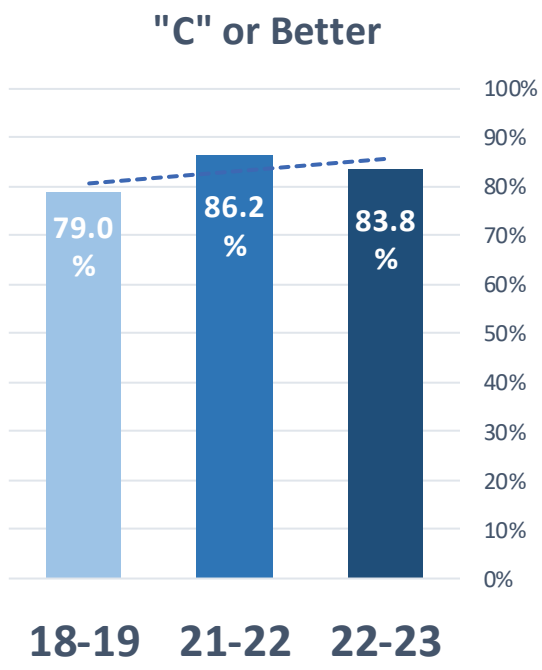

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
51.70 %
42.04 %
41.23 %
18-19
21-22
22-23

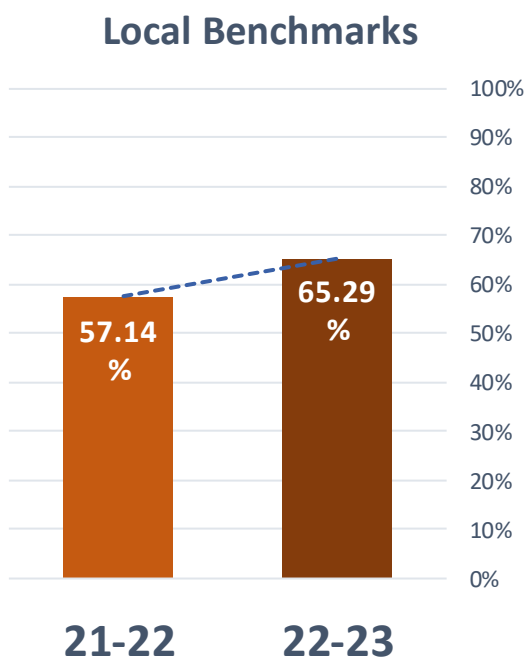

"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
84.3 %
83.2 %
78.0 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
65.17 %
53.30 %
21-22
22-23

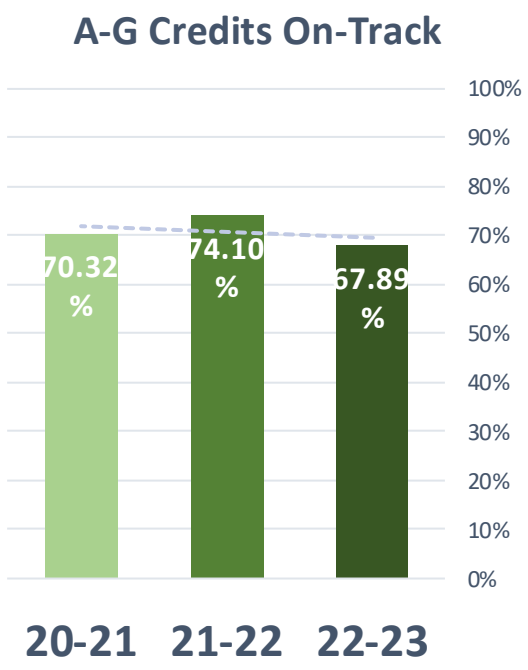
GRADE 8 MATH

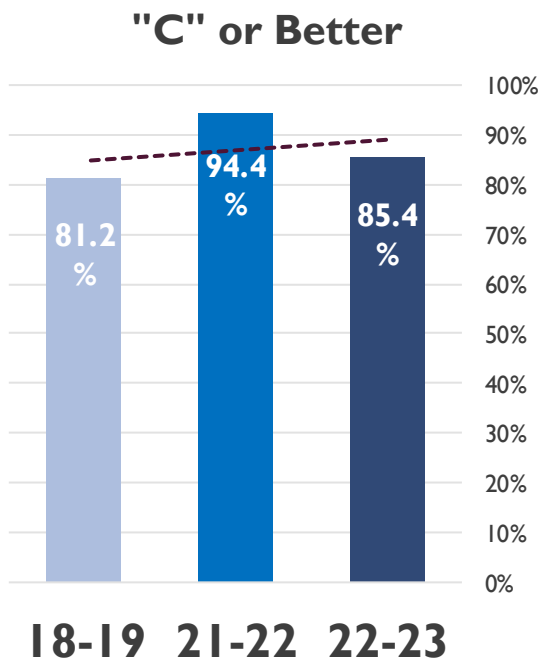

CAASPP Proficiency
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
47.59 %
40.42 %
37.66 %
18-19
21-22
22-23

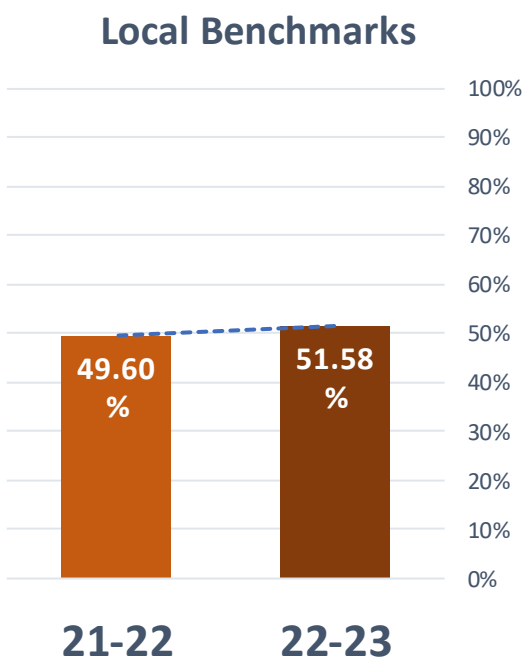

"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
79.0 %
86.2 %
83.8 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
57.14 %
65.29 %
21-22
22-23

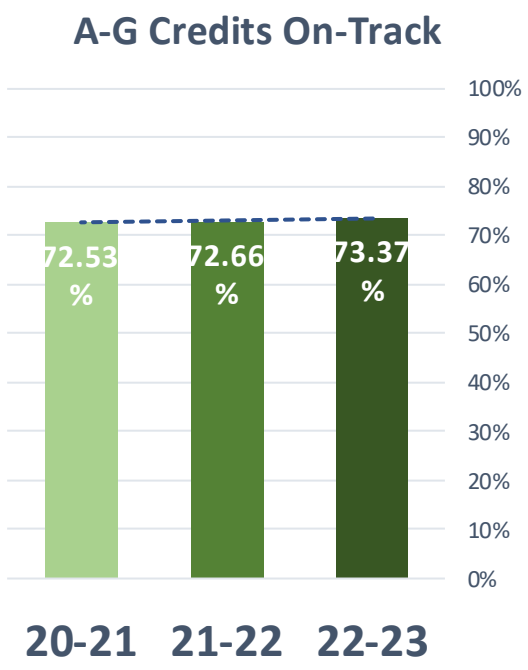
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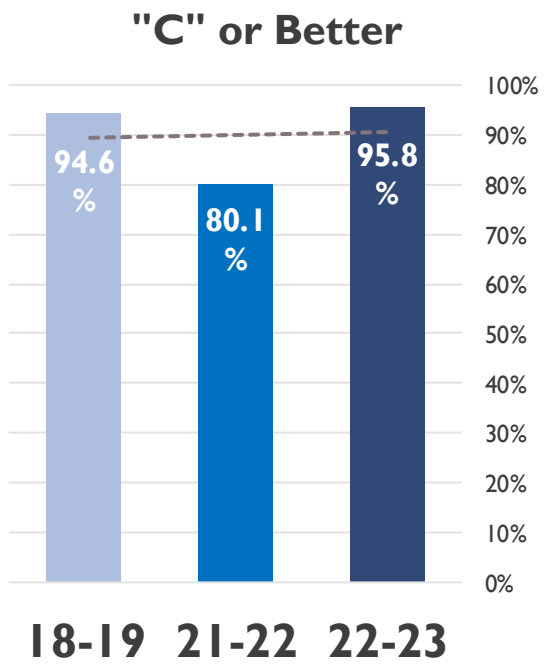

A-G Credits On-Track
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
70.32 %
74.10 %
67.89 %
20-21
21-22
22-23

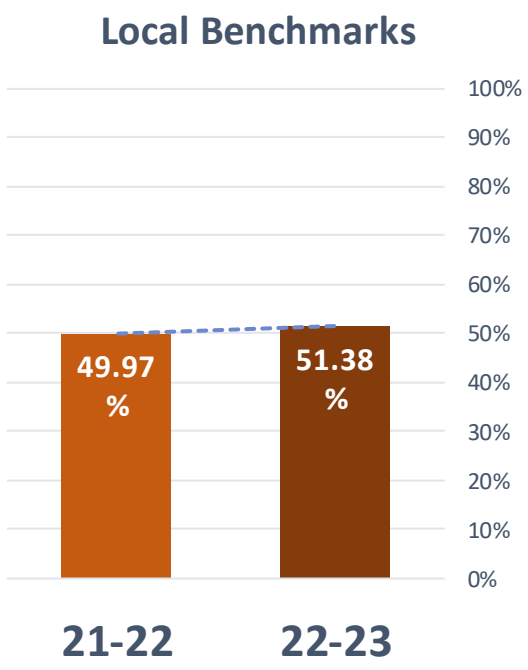

"C" or Better
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
81.2 %
94.4 %
85.4 %
18-19
21-22
22-23


Local Benchmarks
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
49.60 %
51.58 %
21-22
22-23

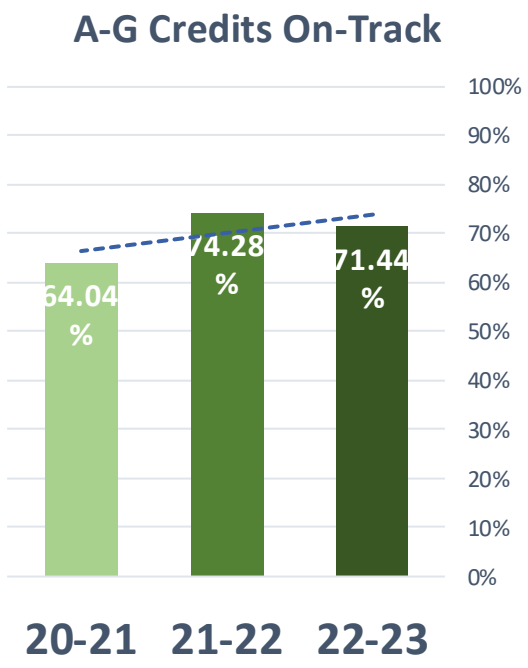
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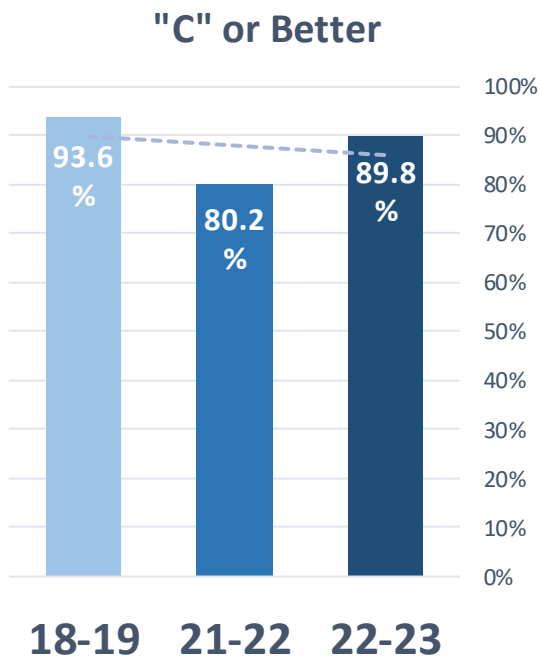


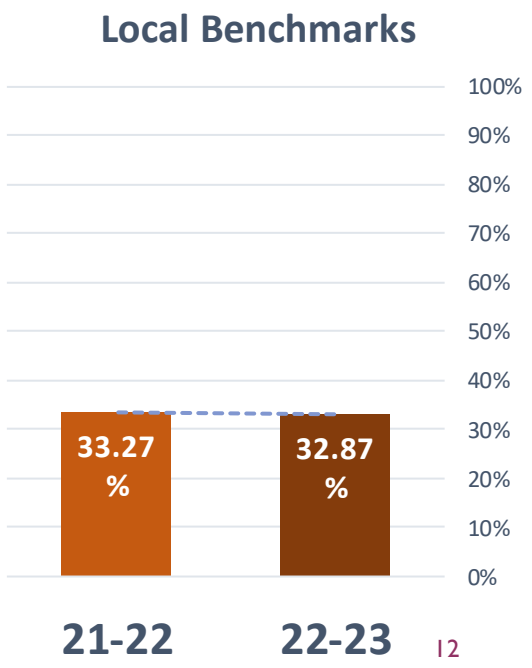




GRADE 11 MATH

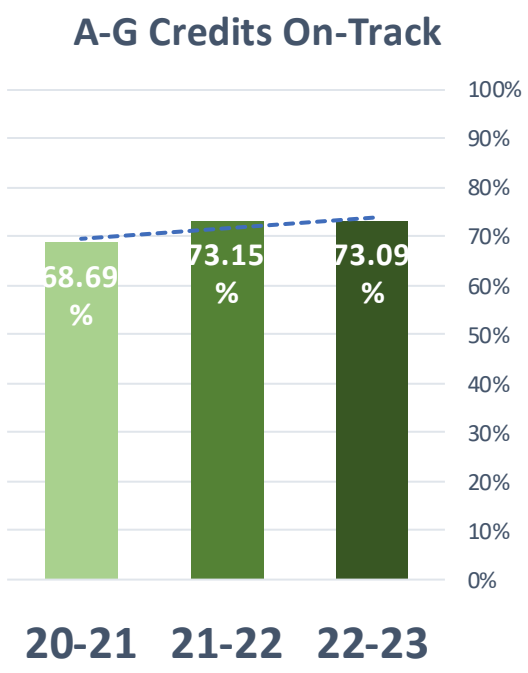


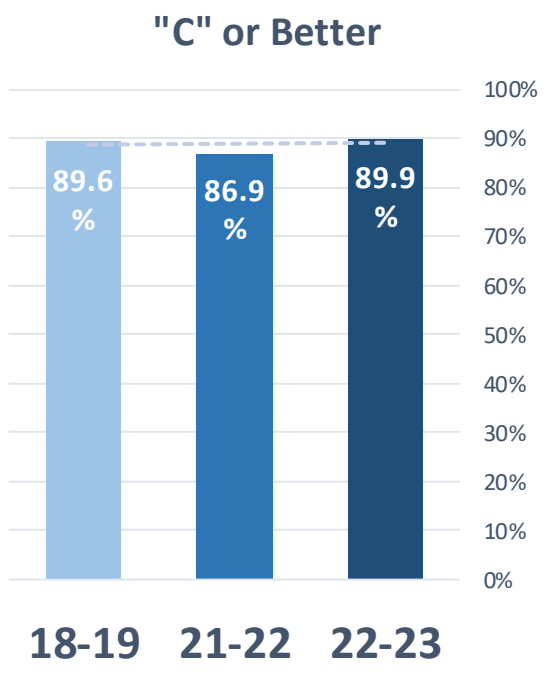


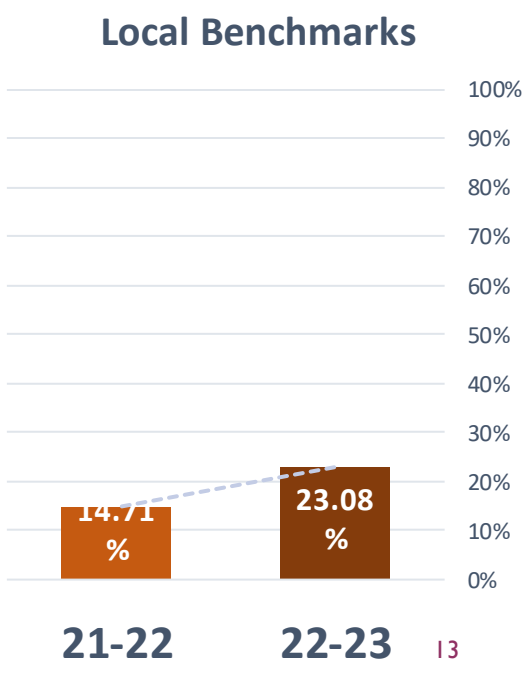


12

GRADE 12 MATH







13

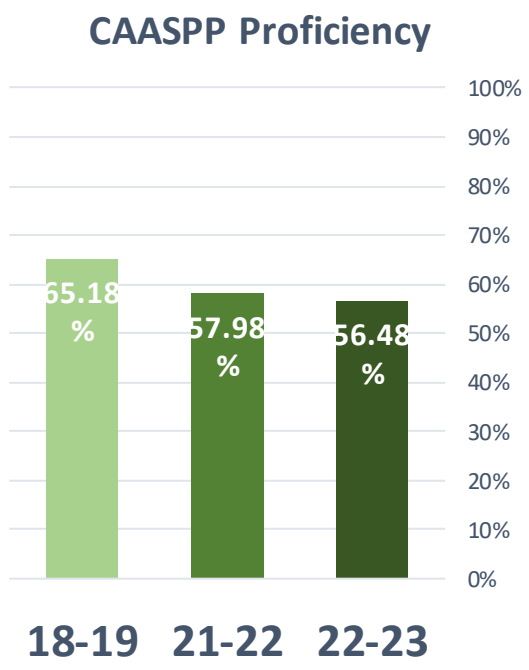
English-Language Arts Metrics

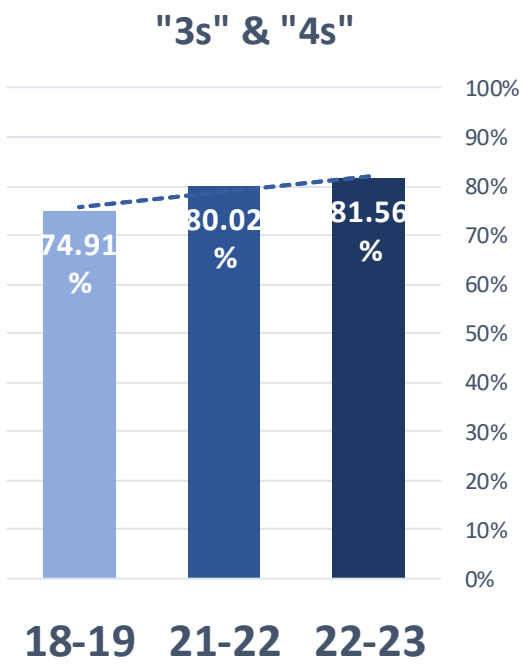


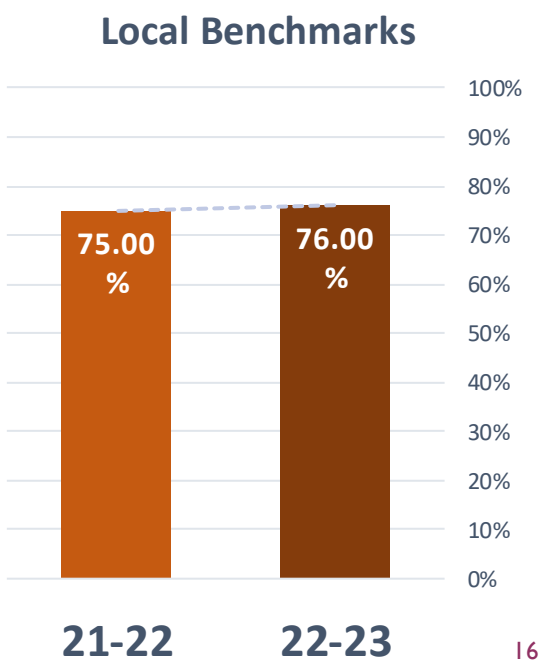
ELA ANALYSIS, DATA TRENDS, & CONTEXT

- Areas for Improvement:
  - District Subgroups in Red or Orange on CA Dashboard include Foster Youth, Students with Disabilities, English Learners, Hispanic, & SED; foster youth declined considerably.
  - Reading Comprehension in Information Text and Narrative form continues to be an area for growth compared to other ELA Claims/Standards.
- Success Indicators:
  - District subgroups in Green or Blue on CA Dashboard include Asian, Two or More Races, Filipino, & White.
- Local Context:
  - Immigrant English learner students are expected to be proficient in English Language Arts after one year and attendance concerns related to illness or Covid-19 regulations.
- Continued Investigation and Discussion:
  - Continuous discussions about local assessments and alignment to grade level standards on CAASPP Assessments.

GRADE 3 ENGLISH-LANGUAGE ARTS

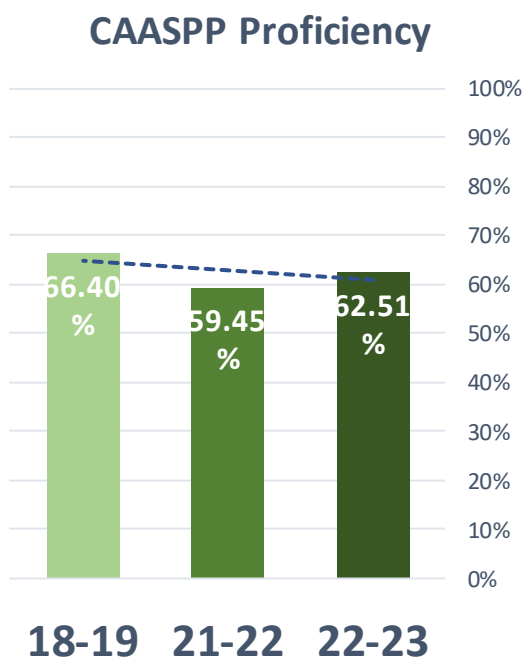


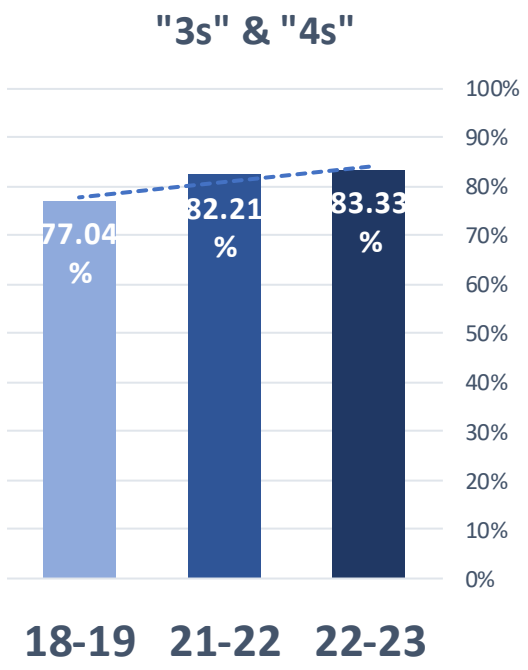


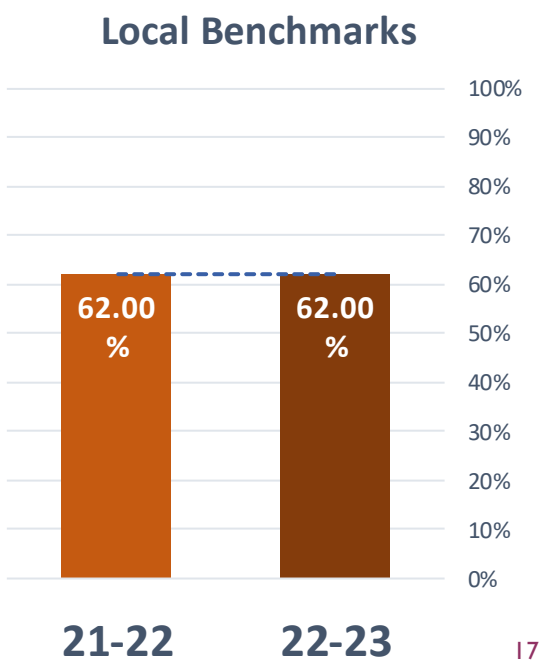


16

GRADE 4 ENGLISH-LANGUAGE ARTS

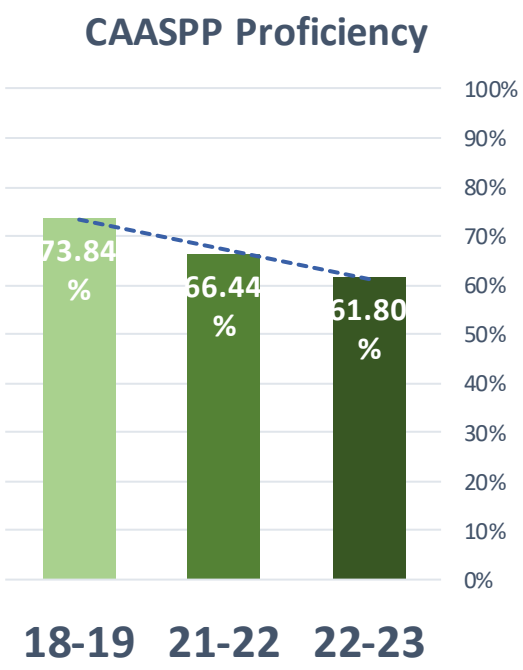


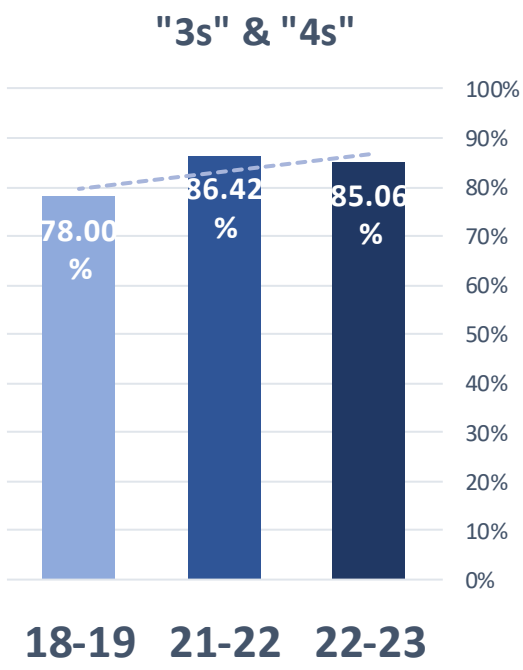


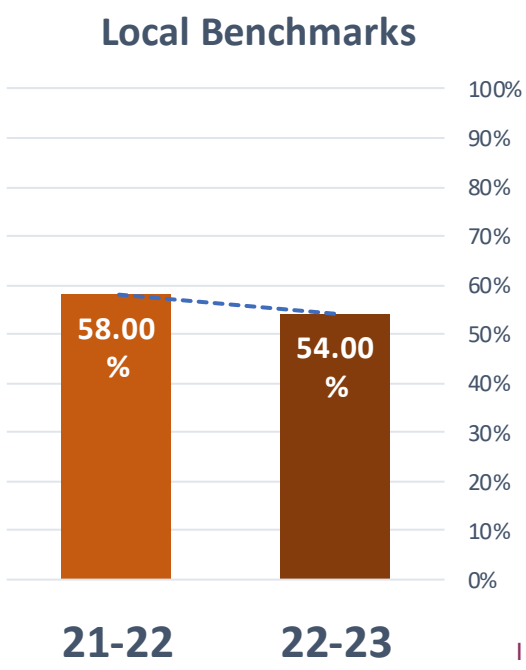


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GRADE 5 ENGLISH-LANGUAGE ARTS

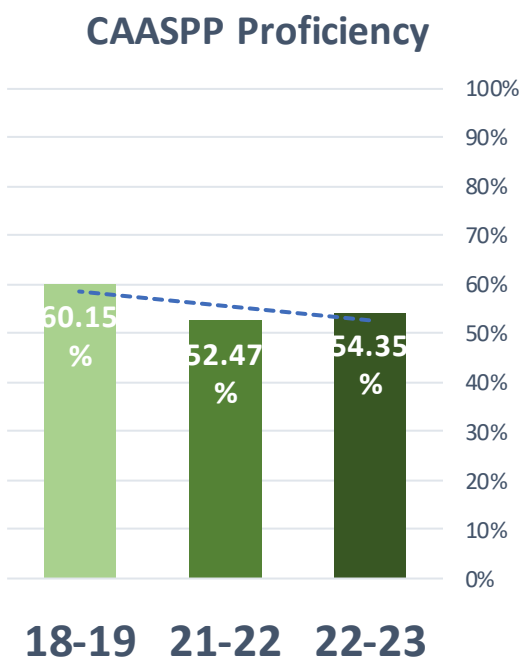


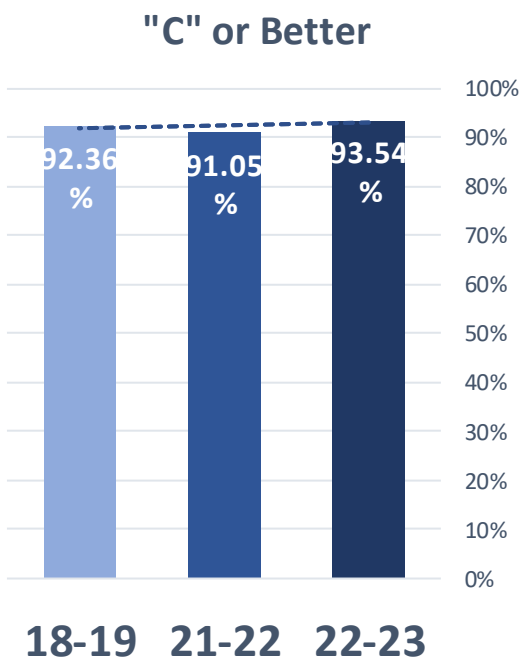




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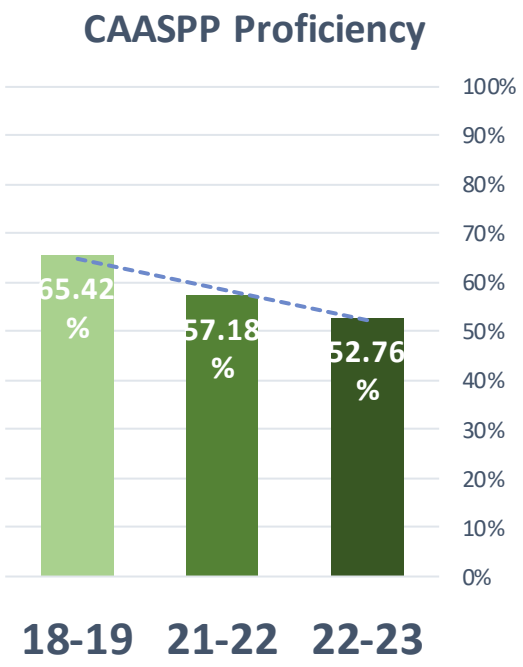
GRADE 6 ENGLISH-LANGUAGE ARTS

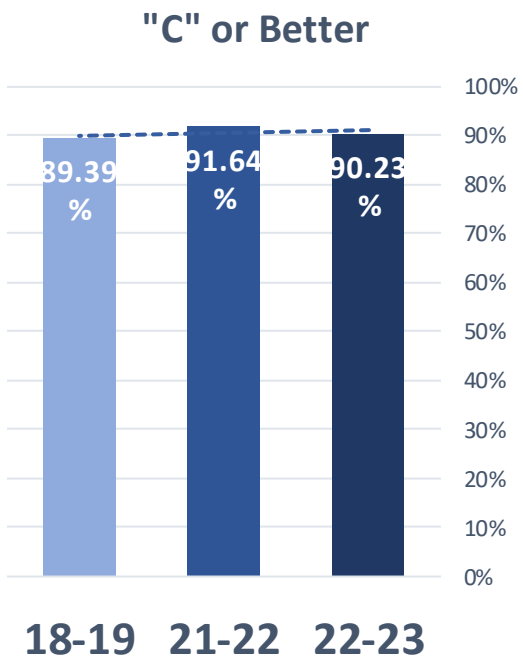


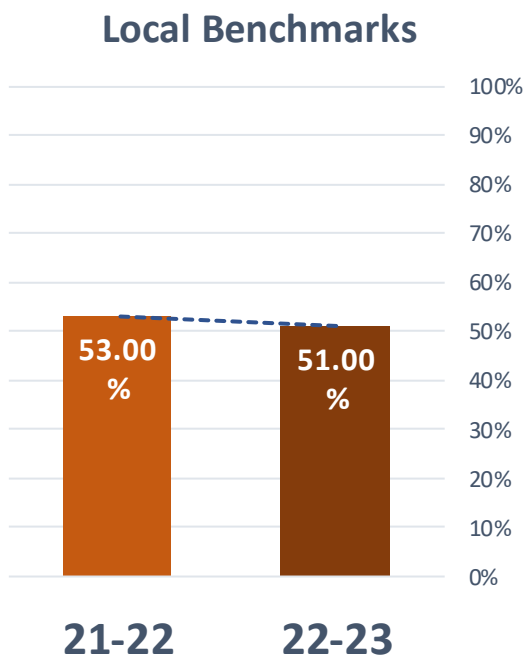




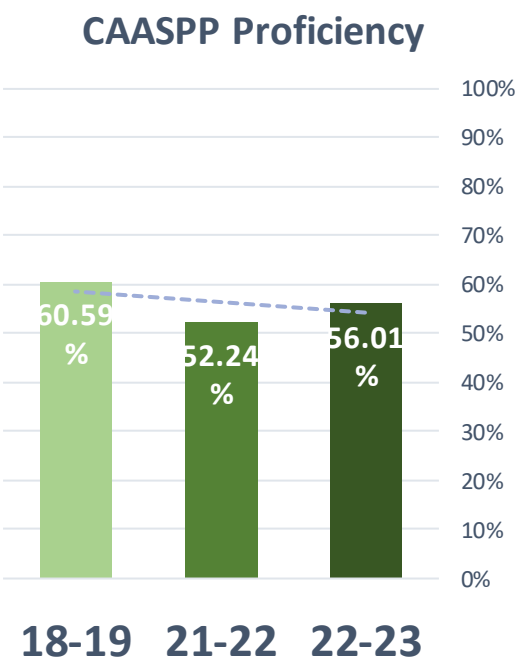
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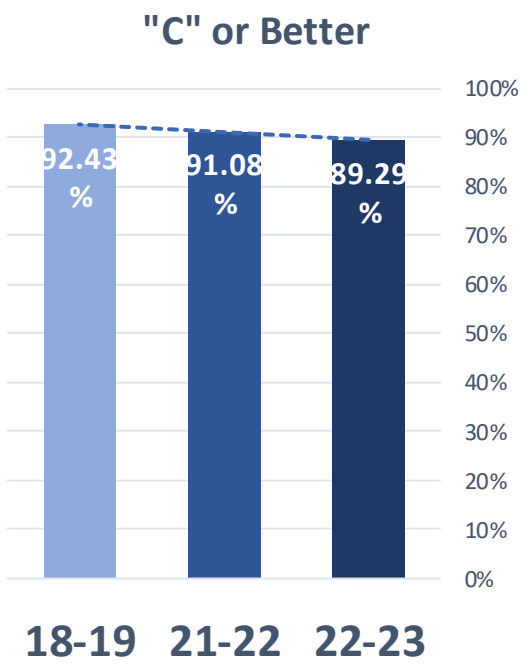






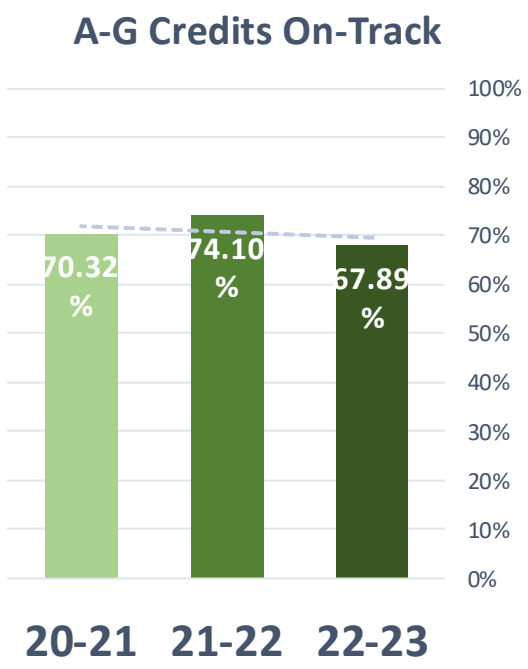
GRADE 8 ENGLISH-LANGUAGE ARTS

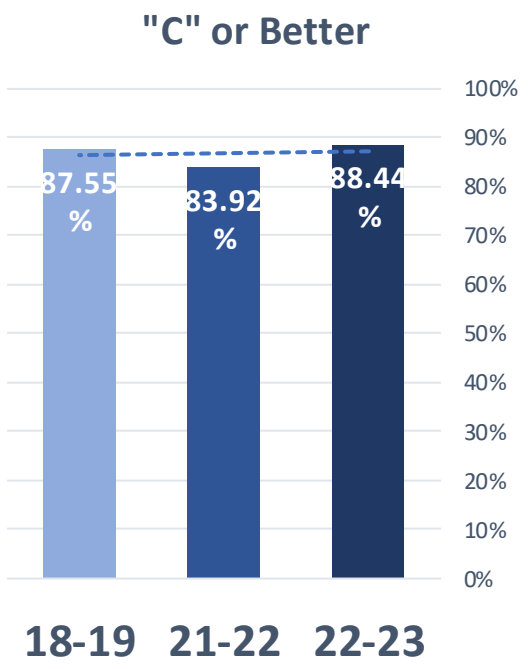


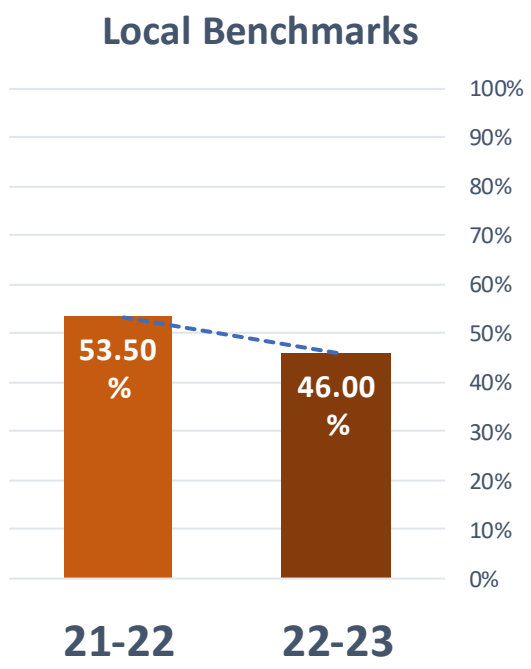




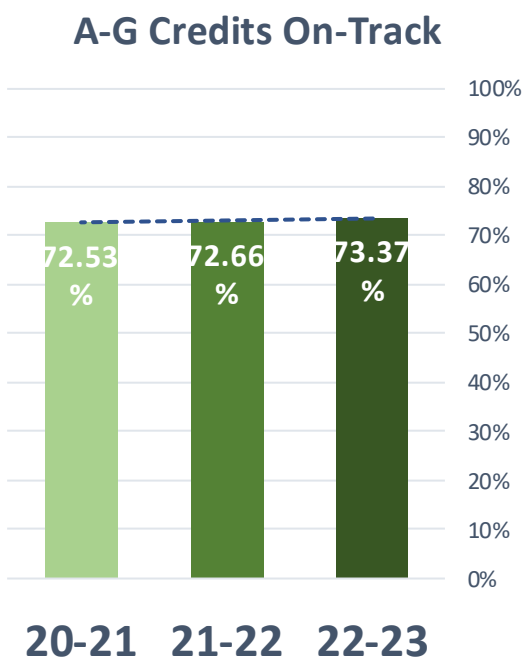
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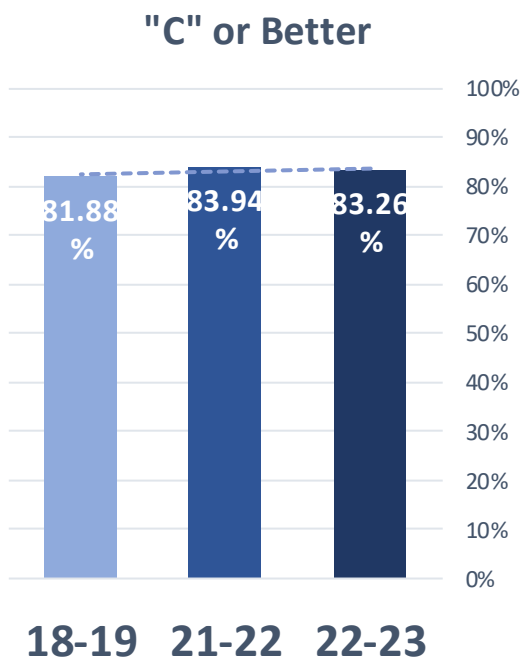


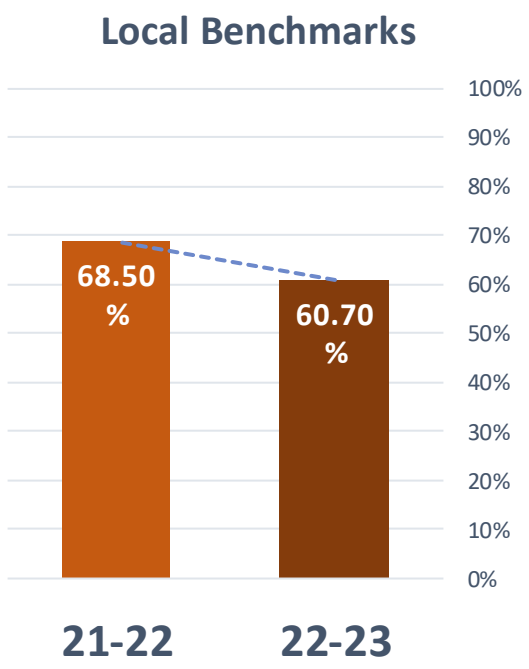




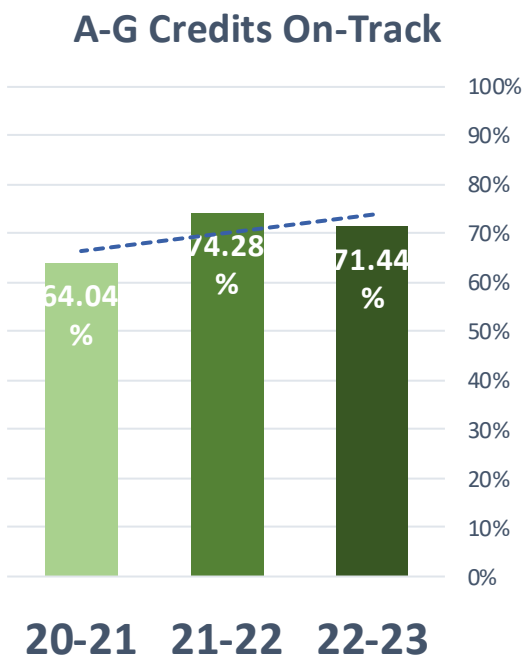
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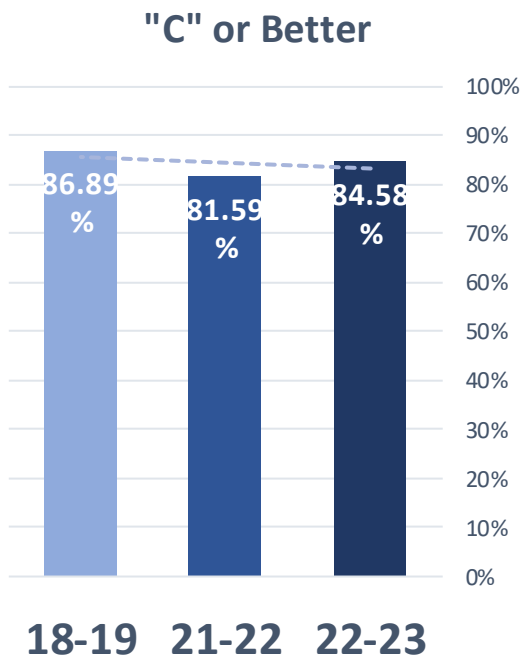


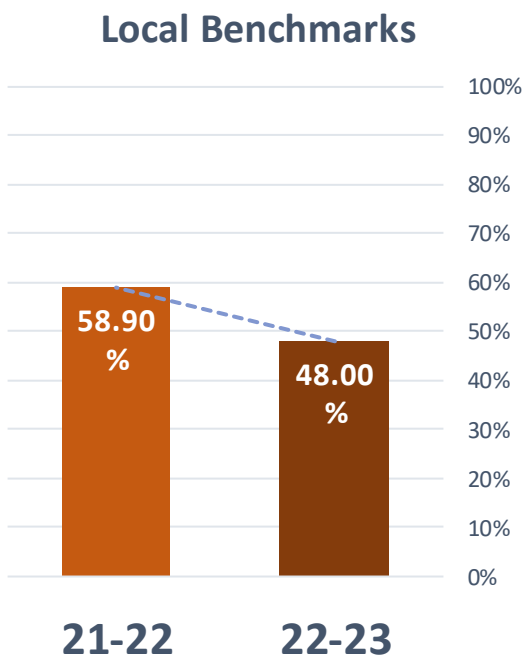




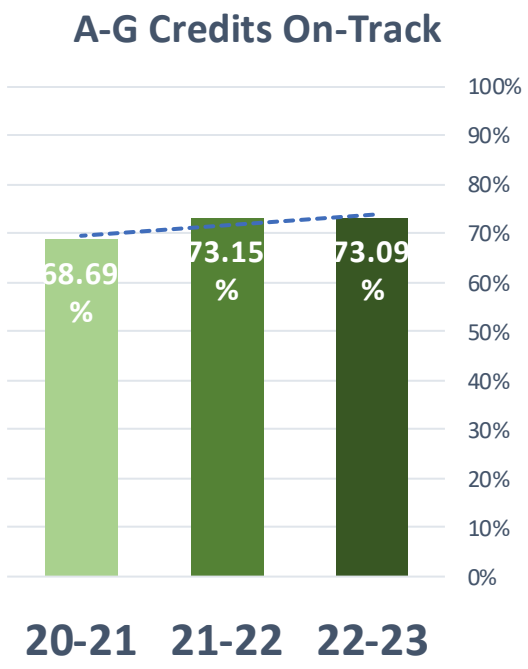
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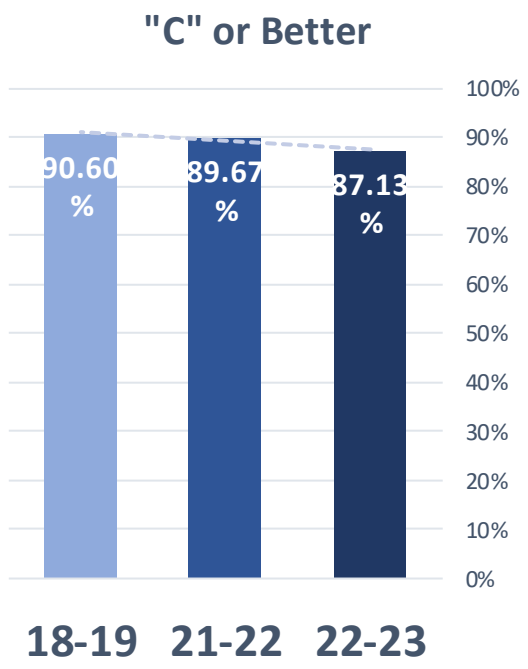


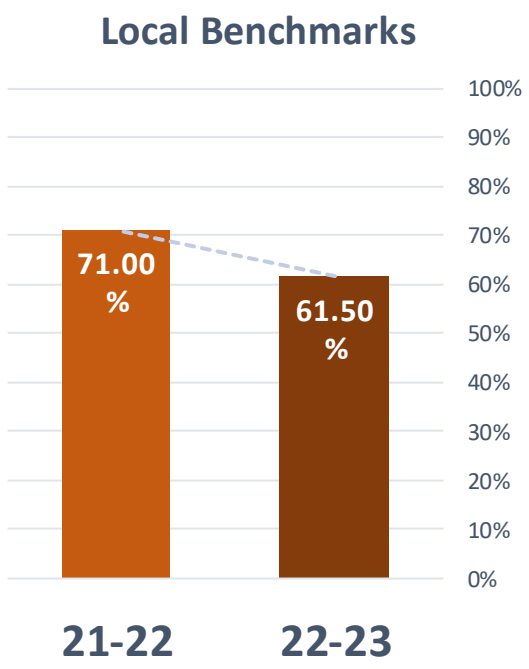




GRADE 12 ENGLISH-LANGUAGE ARTS



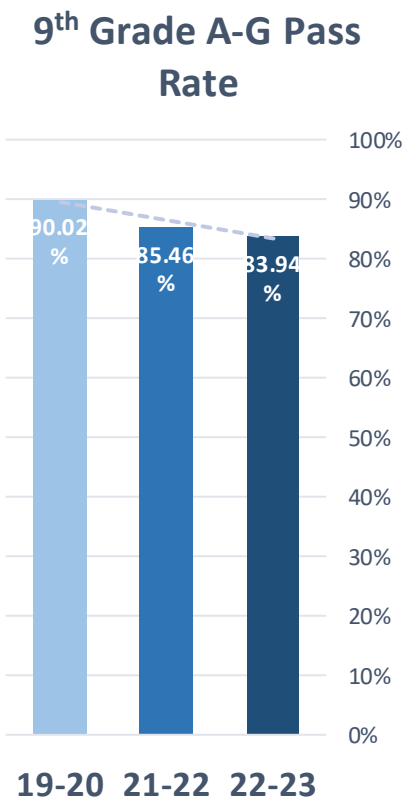


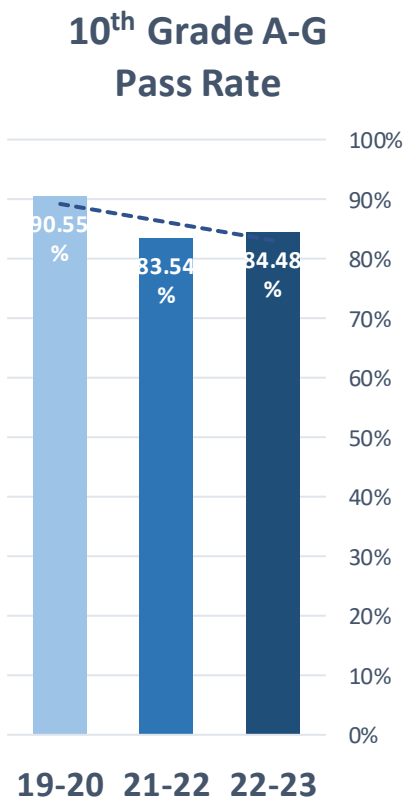


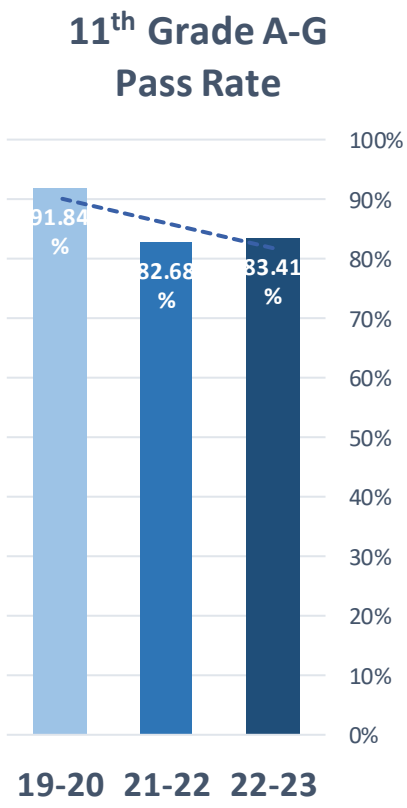
ANALYSIS OF A-G REQUIREMENTS

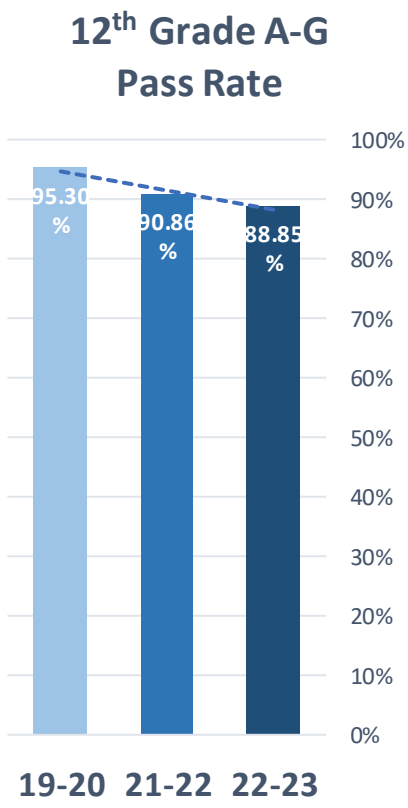


A-G COURSE PASS RATES BY GRADE

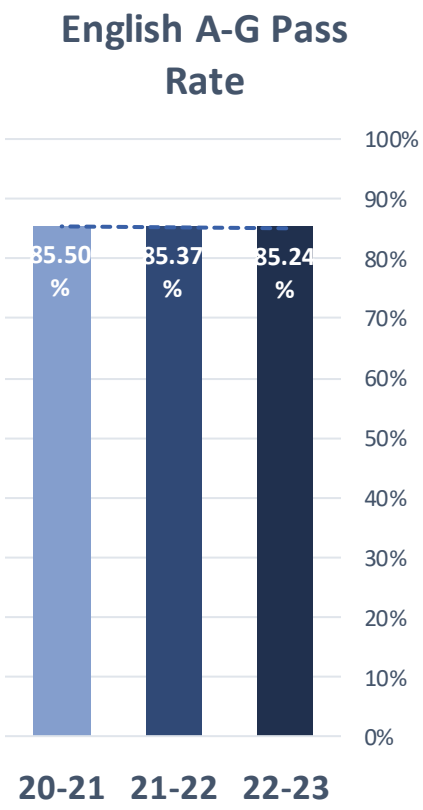


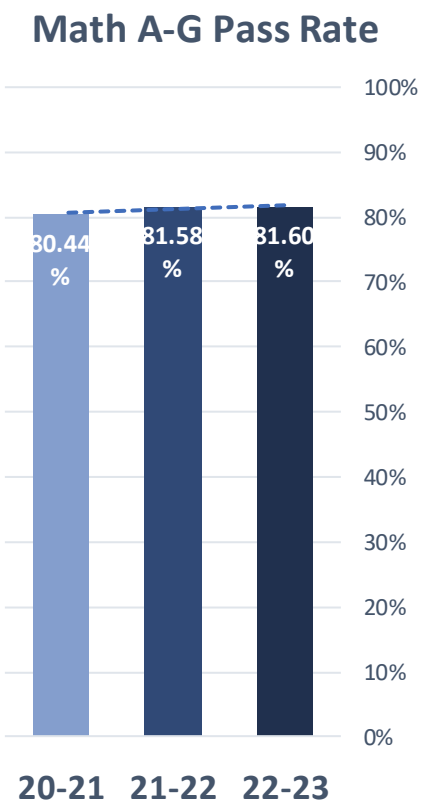


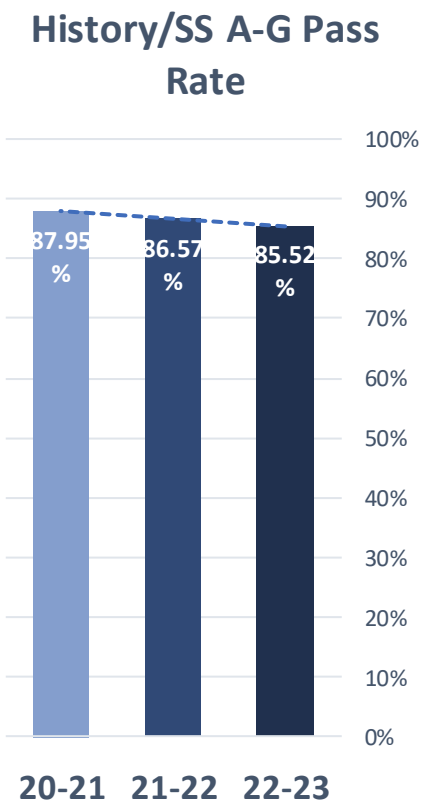


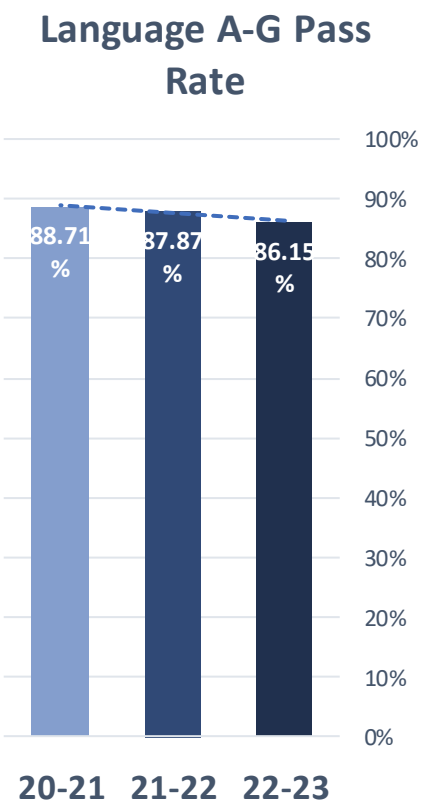


A-G COURSE PASS RATES BY COURSE

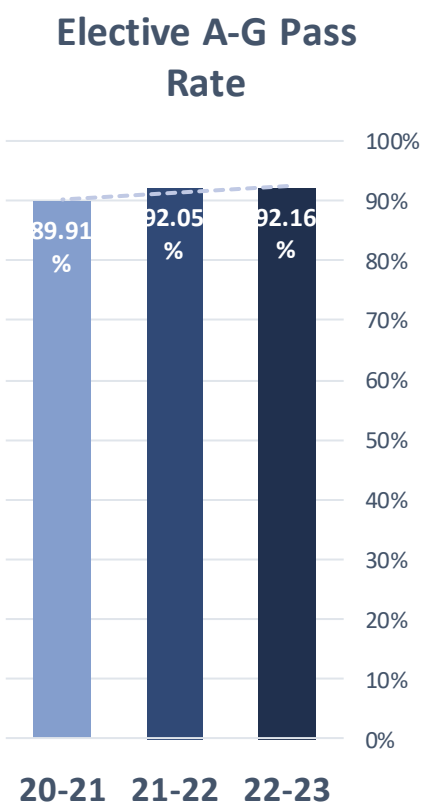


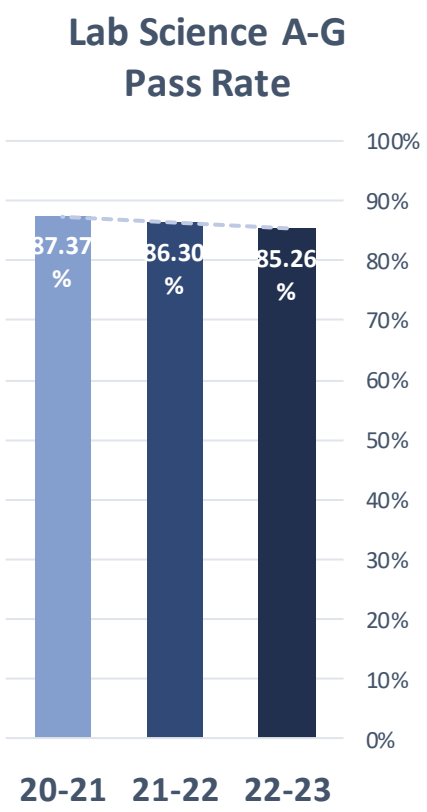


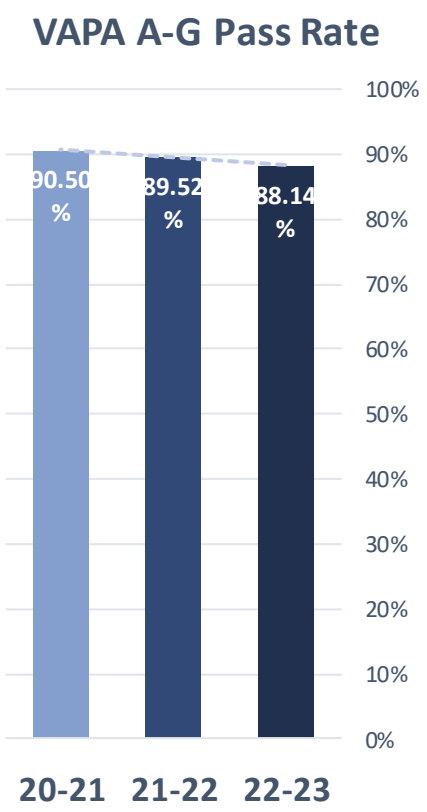


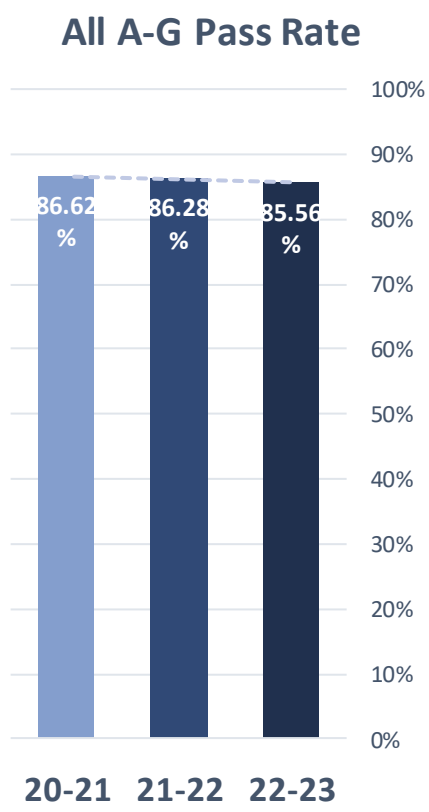


A-G COURSE PASS RATES BY COURSE CONTINUED



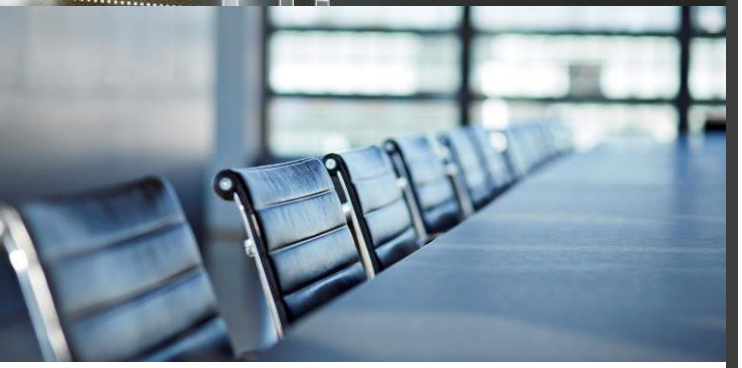












A-G PROBLEM AREAS

The following have pass rates (C or Better) lower than 83%

- 9th Grade Electives in
  - 20-21 – 82.4%
- 10th Grade English in
  - 22-23 – 82.36%
  - 21-22 – 82.08%
  - 20-21 – 81.54%
- 10th Grade Science
  - 22-23 – 81.78%
  - 21-22 – 82.26%
- 11th Grade Science in 22-23 – 82.22%

Mathematics	22-23	21-22	20-21
All Grades	81.60%	81.58%	80.44%
9th Grade	82.71%	82.13%	78.89%
10 Grade	80.22%	79.92%	79.28%
11 Grade	78.81%	79.25%	78.72%

30

THANK YOU

- BUSD Instructional Services
- Robyn Anders Ed.D.
- robynanders@burbankusd.org
- www.burbankusd.org

BURBANK UNIFIED SCHOOL DISTRICT
Equity and Excellence



Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Public Hearing of the District's Initial Proposal for the 2024-2025 Amendment to the Current Collective Bargaining Agreement with the Burbank Teachers Association (BTA)

Background:

Pursuant to Government Code § 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. After the public has had the opportunity to express itself, the public school employer shall, at a meeting, which is open to the public, adopt its initial proposal.

Discussion/Issues:

In accordance with the collective bargaining agreement with BTA, an Amendment to the Current Collective Bargaining Agreement for 2024 - 2025 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:

This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is developed and presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation:

The Board of Education will hold a public hearing to allow public comment regarding the 2024-2025 Initial Bargaining Proposal to the Burbank Teachers Association, as presented.

Burbank Unified School District
Administrative Services

TO: Nicole Drabecki, BTA President
Alex Moore, BTA Labor Representative

FROM: Andrew Cantwell
Assistant Superintendent, Administrative Services

DATE: March 15, 2024

SUBJECT: Initial Proposal, 2024 - 2025 Amendment to the Current Agreement with The Burbank Teachers Association

Pursuant to Article 35 of the Collective Bargaining Agreement between the Burbank Unified School District and the Burbank Teachers Association, the District proposes to begin negotiations relative to a 2024 - 2025 Amendment to the Current Agreement.

Negotiations shall include, but not be limited to, the basic concerns stated as follows:

Article 7: Wages

Article 8: Health and Welfare Benefits

Article 9: Hours of Employment

Article 13: Leaves

Article 22: Layoffs

The District's initial proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board meeting on April 4, 2024. The District will sunshine the initial proposal at the April 4, 2024 Board Meeting.

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Cc: Emily Weisberg, Board President
John Paramo, Superintendent

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of the District's 2024 - 2025 Initial Bargaining Proposal with the Burbank Teachers Association (BTA)

Background:

Pursuant to Government Code § 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. After the public has had the opportunity to express itself, the public school employer shall, at a meeting, which is open to the public, adopt its initial proposal.

Discussion/Issues:

In accordance with the collective bargaining agreement with BTA, an Amendment to the Current Collective Bargaining Agreement for 2024 - 2025 will be negotiated. The District's initial proposal is presented for public review and comment as outlined in the attached Exhibit.

Fiscal Impact:

This is the initial bargaining proposal and the financial implication will not be determined until the AB1200 is developed and presented to the Board of Education and the community at the conclusion of negotiations.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the District's Initial Proposal for the 2024 - 2025 Amendment to the current Collective Bargaining Agreement with the Burbank Teachers Association, as presented.

Burbank Unified School District
Administrative Services

TO: Nicole Drabecki, BTA President
Alex Moore, BTA Labor Representative

FROM: Andrew Cantwell
Assistant Superintendent, Administrative Services

DATE: March 15, 2024

SUBJECT: Initial Proposal, 2024 - 2025 Amendment to the Current Agreement with The Burbank Teachers Association

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Article 7: Wages

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Article 9: Hours of Employment

Article 13: Leaves

Article 22: Layoffs

The District's initial proposal will be presented for public review and comment and the public will be invited to comment at the Public Hearing to be held at the regular scheduled Board meeting on April 4, 2024. The District will sunshine the initial proposal at the April 4, 2024 Board Meeting.

The District reserves the right to amend, modify, or add to this proposal during the course of negotiations.

Cc: Emily Weisberg, Board President
John Paramo, Superintendent

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Acceptance of the Burbank Teachers Association (BTA), Initial Proposal for Bargaining a 2024 - 2025 Amendment to the Current Agreement with the Burbank Unified School District

Background:

Pursuant to Government Code § 3547, all initial proposals of public school employees, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public records. Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. After the public has had the opportunity to express itself, the public school employer shall, at a meeting, which is open to the public, adopt its initial proposal.

Discussion/Issues:

The District received a letter from BTA, requesting that the Reopener Negotiations proposal for a 2024 - 2025 Amendment to the Current Agreement, be presented to the Board of Education, requesting to open Article 7 - Wages, Article 8 - Health and Welfare Benefits, Article 9 - Hours of Employment, Article 15 - Safety, Article 31 – Special Education and Instructional Calendars.

Fiscal Impact:

As this is simply an initial bargaining proposal, there is no fiscal impact for the Burbank Unified School District at this time.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education, accept the BTA, Initial Proposal for Bargaining a 2024 - 2025 Amendment to the current Agreement with the Burbank Unified School District, as presented.

Burbank Teachers Association
3021 W. Burbank Boulevard, Burbank, CA 91505
(818) 846-1304
www.burbankteachers.org

February 27, 2024

Andrew Cantwell
Assistant Superintendent Administrative Services
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

Sarah Rudchenko
Assistant Superintendent Human Resources
Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506

RE: Burbank Teachers Association Reopener Negotiations Initial Proposal for 2024-2025

Dear Mr. Cantwell,

On behalf of the Burbank Teachers Association ("BTA") and according to Article 35 Section 35.2 of the Collective Bargaining Agreement between BTA and the Burbank Unified School District ("BUSD"), BTA submits this request to begin 2024-2025 reopener negotiations.

The Association proposes negotiations on the following topics:

- **Article 7 – Wages** and **Article 8 – Health and Welfare Benefits**: The parties have made significant progress on wages and the cost of healthcare benefits for employees. BTA seeks to build on that progress within the constraints of the BUSD's budget and anticipated state funding in 2024-2025.

- **Article 9 – Hours of Employment**: BTA continues to see a need for adjustments and refinement of staff work hours and school schedules. In addition, language in Article 9 – Hours of Employment is similar to language in Article 31 – Special Education and adjustments to both should be consistent throughout the contract.

- **Article 15 – Safety (Brought Forward from Previous Year)**: While safety was discussed in the parties' 2023-2024 negotiations, it was agreed to table the discussion in the interest of reaching a timely agreement. BTA provides formal notice here of our intent to abide by the parties' agreement to bring this issue forward into the next bargaining cycle. As BTA noted last year, according to a survey by the American Psychological Association, one out of every three teachers reported an incident of verbal harassment or threatening behavior from a student, and twenty-nine percent reported an incident of verbal harassment or threatening behavior from a parent. Anecdotally and statistically, educators and school support staff feel less safe today than before the COVID-19 pandemic. We intend to seek improvements to Article 15 - Safety that ensures educators who work at BUSD are safe on campus and play a role in developing and implementing the policies and procedures that keep them safe.

- **Article 31 – Special Education:** Article 31 – Special Education is one of the newest articles of the contract. The parties knew when negotiating this article that it would likely need further refinement to meet the needs of all our Special Education staff and students.

- **Instructional Calendars**: Following Article 35 Section 35.2, BTA intends to negotiate work calendars for the next school year. BTA opens this topic because we have an interest in an instructional calendar that is the most responsive to the needs of our community and maximizes student attendance.

Very Respectfully,

Nicole Drabecki

Nicole Drabecki
President
Burbank Teachers Association

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Oscar Macias, Director, Secondary Education & DEI
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 25 – Proclaiming April 24, 2024 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923

Background:
April is recognized as a month of remembrance by many global communities that have been affected by inhumane activities throughout history as they remember the Holocaust; Armenian Genocide; Assyrian Genocide; Cambodian Genocide; Chechen Genocide; Native American Genocide; Rwandan Genocide; Srebrenica Genocide; Biafra; Darfur; the Irish and Ukrainian Famines; the brutal regimes of Mao and Stalin; and the atrocities occurring in Syria, to name just a few.

The term Genocide is defined as the deliberate and systematic extermination of a large group of people based solely on their culture, ethnicity, physical characteristics, political affiliation, race, religion, sexual orientation, and/or tribal identity. Many families residing in the city of Burbank have members, including students enrolled in Burbank schools, who have been affected by these egregious acts.

Discussion/Issues:
The State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of these atrocities. The Burbank Unified School District supports these educational efforts. The formal resolution that follows expresses recognition of these historic events and confirms support for providing educational opportunities for District faculty and students as well as the community at large to increase their understanding.

Fiscal Impact:
None

Recommendation:
Linda Junge, Assistant Superintendent, Instructional Services recommends that the Board of Education adopt Resolution 25 – Proclaiming April 24, 2024 as the Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923, as presented.

RESOLUTION 25 PROCLAIMING APRIL 24, 2024
AS THE BURBANK UNIFIED SCHOOL DISTRICT'S
DAY OF COMMEMORATION OF THE ARMENIAN GENOCIDE OF 1915-1923

WHEREAS: The Armenian Genocide of 1915-1923 is widely recognized by historians and genocide scholars as the first genocide of the 20th century and, since 1919, April 24th has been designated as the day of remembrance and commemoration of the inhumane atrocities committed by the Ottoman Turks in carrying out the systematic annihilation of more than 1,500,000 Armenian women, children and men during World War I; and

WHEREAS, many countries, including Argentina, Austria, Belgium, Bolivia, Brazil, Canada, Chile, Cyprus, Czech Republic, Denmark, France, Germany, Greece, Italy, Lebanon, Lithuania, Luxembourg, Netherlands, Paraguay, Poland, Russia, Slovakia, Sweden, Switzerland, Uruguay, Vatican City, Venezuela, and 49 of the 50 United States of America, including California, recognize the atrocities perpetrated by the Ottoman Empire during the years of 1915-1923 as genocide; and

WHEREAS, the State of California has been at the forefront of encouraging and promoting a curriculum relating to human rights and genocide in order to empower future generations to prevent recurrence of genocide; and

WHEREAS, the Burbank Unified School District has a significant Armenian student population, many of whom have family members who experienced first-hand the horror and evil of the Armenian Genocide as well as the avoidance of recognition or outright denial by many countries of the Armenian Genocide; and

WHEREAS, the Burbank Unified School District continues to provide teacher-training workshops and educational resources about all historic genocides, including the Armenian Genocide, to all its high school social studies teachers and students;

NOW, THEREFORE, BE IT RESOLVED that the Burbank Unified School District Board of Education hereby designates April 24, 2024 as the "Burbank Unified School District's Day of Commemoration of the Armenian Genocide of 1915-1923" and in doing so will ensure that the Armenian Genocide is properly taught to its faculty, student body, and the community at large;

PASSED, APPROVED, AND ADOPTED this 4th day of April, 2024, at a meeting of the Burbank Unified School District Board of Education, Los Angeles County, California.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 26 Proclaiming May 3, 2024, as School Lunch Hero Day

Background
School Lunch Hero Day is a national celebration that has been recognized annually since 2012. This day provides an opportunity for schools and community members to show their appreciation and thank the school Food Service nutrition professionals for the important work that they do by providing nutritious meals to our students.

These employees rise to the challenges presented each day without hesitation so that children can have dependable access to healthy food. Today, more than ever, these professionals embody the essence of the word "hero." There are approximately 71 classified Food Service Employees at Burbank Unified School District.

Discussion/Issues
The Burbank Unified School District honors its outstanding Food Service employees. We are grateful to these professionals for being an extension of the District's commitment to ensure the well-being of our students. Therefore, the Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District's Food Service Employees have on students and the entire community. On behalf of these Classified Employees, represented by the California School Employees Association Local Chapter 674, the District joins the state Legislature and hundreds of school boards in adopting a resolution declaring May 3, 2024 as School Lunch Hero Day.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 26 proclaiming May 3, 2024 as School Lunch Hero Day, as presented.

RESOLUTION 26 PROCLAIMING MAY 3, 2024 AS SCHOOL LUNCH HERO DAY

Whereas: The efforts of the Food Service classified staff members of the Burbank Unified School District are essential to the successful operation of the District's programs; and;

Whereas: Nutritious school meals are an essential part of the school day; and;

Whereas: Food and Nutrition professionals are committed to providing healthful, nutritious meals to the District's children so they are ready to learn; and;

Whereas: The women and men who prepare and serve school meals help nurture our children through their daily interaction and support; and;

Whereas: Food and Nutrition professionals demonstrate, on a consistent basis, their concern through patience and kindness toward our students; and;

Whereas: Their efforts and commitment to children and their contributions are extremely important to the overall operation of our schools; and;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education extends its sincere appreciation to the Food and Nutrition professional employees of the Burbank Unified School District and encourages the community to recognize and honor their contribution to a quality education and celebrate their accomplishments, and hereby proclaim May 3, 2024, as School Lunch Hero Day.

I HEREBY CERTIFY that Resolution 26 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 4th day of April, 2024.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 27 Proclaiming the Week of May 6, 2024 through May 10, 2024, Substitute Teacher Appreciation Week

Background
The week of May 6, 2024 through May 10, 2024 is dedicated to the many individuals that fill in for permanent teachers every day in the classroom. This week is celebrated across the nation.

Discussion/Issues
The Burbank Unified School District's Board of Education wishes to adopt the formal resolution that follows, to show their appreciation for the positive impact that the District's substitute teachers have on students and the community. On behalf of the approximately 151 Substitute Teachers that serve the District, the Board joins the nation and many school boards in adopting a resolution declaring the week of May 6-10, 2024 as "Substitute Teacher Appreciation Week." The Burbank Unified School District appreciates and honors its outstanding substitute teachers.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 27 proclaiming the week of May 6, 2024 through May 10, 2024, as Substitute Teacher Appreciation Week, as presented.

RESOLUTION 27 PROCLAIMING MAY 6-10, 2024 AS SUBSTITUTE TEACHER APPRECIATION WEEK

Whereas: Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

Whereas: Substitute teachers are an essential part to the education of our children; and

Whereas: Substitute teachers provide continuity in the learning process as well as a safe and healthy learning environment for students; and

Whereas: Substitute teachers work tirelessly to serve our children and community with care and professionalism; and

Whereas: Substitute teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

Whereas: The role of substitute teachers may be different from that of the regular teacher in some aspects, but it is equally demanding, equally essential and equally professional; and

Whereas: The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of substitute teachers in realizing the mission for public education;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Education extends its sincere appreciation to the substitute teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's substitute teaching staff, and hereby Proclaims May 6-10 as Substitute Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 27 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 4th day of April, 2024.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 28 Proclaiming May 7, 2024 as Day of the Teacher and May 6, 2024 through May 10, 2024 as Burbank Unified School District Teacher Appreciation Week

Background:
Day of the Teacher grew out of legislation co-sponsored by California Teachers Association and the Association of Mexican American Educators. Sen. Joseph Montoya (D- El Monte) wrote the bill and it was adopted in 1982 as Senate Bill 1546. California has patterned its celebration after the traditional "El Dia del Maestro" festivities observed in Mexico and other Latin American countries.

Discussion/Issues:
The Board of Education wishes to adopt the formal resolution that follows, to recognize and show their appreciation for the positive impact that the District's teachers have on the lives of this community's students.

The District will observe the celebrations of California Day of the Teacher on Tuesday, May 7, 2024. The Board of Education would like to thank the teachers of the Burbank Unified School District for their dedication and contributions. The resolution will be shared throughout the District to honor its outstanding employees.

Fiscal Impact:
None

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 28 proclaiming May 7, 2024 as Day of the Teacher and May 6, 2024 through May 10, 2024 as Burbank Unified School District Teacher Appreciation Week, as presented.

RESOLUTION 28 PROCLAIMING MAY 7, 2023 AS DAY OF THE TEACHER AND MAY 6, 2024 THROUGH MAY 10, 2024 AS BURBANK UNIFIED SCHOOL DISTRICT TEACHER APPRECIATION WEEK

Whereas: Education is the most vital activity we as a society undertake to ensure the well being of the nation; and

Whereas: An educated citizenry serves as the foundation of our democracy; and

Whereas: Education is, in large measure, the result of the talent and commitment of teachers; and

Whereas: Today's teachers mold the minds and train the workforce of the future; and

Whereas: Good teaching grows in value and pays dividends far beyond the classroom; and

Whereas: Teachers are a source of caring, concern, counseling, empathy, warmth, and inspiration; and

Whereas: California's teachers are among the best educated, highly qualified and hardest-working educators in the country; and

Whereas: Teachers in the Burbank Unified School District exemplify these qualities; and

Whereas: The Board of Education and leadership of the Burbank Unified School District recognize the truly vital role of teachers in realizing the mission for public education;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education extends its sincere appreciation to the teachers of the Burbank Unified School District and encourages the community to recognize and celebrate the accomplishments of the District's teaching staff, and hereby proclaims May 7 as Day of the Teacher and May 6, 2024 through 10, 2024 as Burbank Unified School District Teacher Appreciation Week.

I HEREBY CERTIFY that Resolution 28 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 4th day of April, 2024.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 29 Proclaiming May 8, 2024 as School Nurse Day

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Background:
National School Nurses Day, also known as National School Nurse Recognition Day, is the official school nurse recognition day, and will be celebrated in the United States on May 8th. This recognition week is one of the nation's largest health care events, which recognizes the contributions and the commitments nurses make and educates the public about the significant work they perform.

Discussion/Issues:
It is the desire of the Board of Education to recognize staff in an ongoing manner. School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. In addition, school nurses facilitate positive student responses to normal development, promote health and safety, intervene with actual and potential health problems, provide case management services, and build student and family capacity for adaption, self-management, self-advocacy, and learning through collaboration with professionals in other disciplines.

School nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students. The Board of Education expresses strong support and deep gratitude to the past and present school nurses for their commitment and dedication to the students and staff of the Burbank Unified School District.

Fiscal Impact:
None.

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education adopt Resolution 29 proclaiming May 8, 2024 as School Nurse Day, as presented.

RESOLUTION 29 PROCLAIMING MAY 8, 2024
AS SCHOOL NURSE DAY

WHEREAS, National Nurses Week is May 6 – 12 each year, and draws attention to and celebrates the contributions that nurses and nursing make to the community, with the full week of recognition culminating on Florence Nightingale's birthday, May 12; and

WHEREAS, there are approximately 60,000 registered nurses in the United States public school system who care for more than 52 million students; and

WHEREAS, school nursing is a specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students, facilitates positive student responses to normal development, promotes health and safety, intervenes with actual and potential health problems, provides case management services, and builds student and family capacity for adaptation, self management, self advocacy, and learning through collaboration with professionals in other disciplines; and

WHEREAS, school nurses assist students in achieving optimal wellness to enhance readiness to learn, improve school attendance rates, ensure that students entering school are free of communicable diseases, and provide interventions that promote the well-being of students; and

WHEREAS, giving generously of their time and talent for a multitude of projects, school nurses assist in the maintenance of healthy and safe school environments in the District; and

WHEREAS, the Board of Education of the Burbank Unified School District, expresses strong support and deep gratitude to the past and present School Nurses for their commitment and dedication to the students and staff of the Burbank Unified School District;

NOW, THEREFORE, BE IT RESOLVED, that May 8, 2024, be recognized as "School Nurse Day" in the Burbank Unified School District.

I HEREBY CERTIFY that Resolution 29 was approved and adopted by the Board of Education of the Burbank Unified School District at a regular meeting held on the 4th day of April, 2024.

Ayes:
Noes:
Abstain:
Absent:

_____
Clerk, Board of Education

Burbank Unified School District
Administrative Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Andrew Cantwell, Assistant Superintendent, Administrative Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Adoption of Resolution 30 for Exemption to the Separation-From-Service Requirement Pursuant to Section 24214.5 or 26812 of The Education Code for CALSTRs Members

Background:

Pursuant to education code 24214.5 and 26812, there is a 180-day separation-from-service requirement for all retired CALSTRs members that does not allow them to work and if they do they will face penalties with their retirement benefits. There is an exemption from the 180-day separation-from-service requirements that are narrow, and must be approved by a governing body. The District wishes to hire a recent retiree who has been retired less than 180 days, to fill a critical administrative position at the administrative level.

Discussion/Issues:

The District is in critical need of an Assistant Superintendent, Instructional Services as the current employee in the position unexpectedly needed to take a leave of absence. It is imperative that an interim Assistant Superintendent, Instructional Services is appointed to help train staff and manage the complete cycles (writing, implementation, reporting and closing out) of the CTEIG, K12 SWP and Perkins grants. The district wishes to hire, Sharon Cuseo, a retiree who has retired within the last 180-days. Mrs. Cuseo meets the following criteria for an exemption:

- All paperwork will be submitted before the assignment begins
- She is above the normal retirement age
- She is filling a critical and necessary vacancy that must be filled before the end of her 180 days
- She did not receive any financial inducement to retire

This exemption will take place from April 5, 2024 on an interim basis.

Fiscal Impact:

The cost to the District associated with this request is approximately the equivalent to a salary of $50,655 per fiscal year.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education adopt Resolution 30 for Exemption to the Separation-From-Requirement pursuant to Section 24214.5 and 26812 of the Education Code for CALSTRs members, as presented.

RESOLUTION 30
AUTHORIZING POST-RETIREMENT EMPLOYMENT AND SEEKING AN EXEMPTION FROM POST-RETIREMENT EARNINGS LIMITATION FOR PENDING EMPLOYMENT OF CALSTRS RETIREE (EDUCATION CODE § 24214.5)

Whereas: The Burbank Unified School District ("District") is a school employer subject to the Teachers Retirement Law, including Education Code sections 24214 and 24214.5; and

Whereas: Sharon Cuseo is a retired member of the CalSTRS system, whose most recent retirement date is December 31, 2023, and who has attained normal retirement age, and would otherwise have a postretirement compensation limitation of zero dollars ($0) during the first 180 days following her effective date of CalSTRS retirement pursuant to Education Code section 24214.5(a); and

Whereas: The District intends to employ Sharon Cuseo effective April 5, 2024, on an interim basis in the position of Assistant Superintendent of Instructional Services; and

Whereas: It is necessary to hire Sharon Cuseo to fill a critically needed position before 180 days have passed as detailed below:

The position of Assistant Superintendent of Instructional Services is critical to the effective operations of the District. The position is responsible for, among many other duties, training staff and managing the complete cycles (writing, implementation, reporting and closing out) of the following grants: CTEIG; K12 SWP; and Perkins. in the District. There is a critical need to fill the position, as the current employee in the position unexpectedly needed to take a leave of absence, and the duties of the position must still be fulfilled.

Whereas: Sharon Cuseo is eligible for employment, as she did not receive additional service credit pursuant to Education Code sections 22714 or 22715, or any financial inducement to retire from any public employer; and

Whereas: The termination of Sharon Cuseo's previous employment is not the basis for the need to acquire the service at issue herein.

Now, Therefore, the Board of Education of Burbank Unified School District hereby finds, determines, and resolves as follows:

1. The above delineated facts regarding the prior employment and pending employment of Sharon Cuseo are true and correct and are adopted as findings.

2. The District is seeking an exemption on behalf of Sharon Cuseo from the postretirement earnings limitations set forth in Education Code section 24214.5(a).

3. The Superintendent or designee is directed and authorized to take all necessary action to submit necessary documentation required to CalSTRS in order to process this exemption request.

4. Sharon Cuseo is hereby employed on an interim basis as Assistant Superintendent of Instructional Services, effective April 5, 2024. Sharon Cuseo's employment during the first 180 days following her most recent retirement is subject to and conditioned upon CalSTRS's prior receipt of this Resolution and all other documentation required by Education Code section 24214.5. As such, Sharon Cuseo shall not perform retired member activities during that period of time unless and until performance of such activities is authorized in accordance with Education Code section 24214.5.

Passed, Approved, and Adopted by the Governing Board of the Burbank Unified School District this 4th day of April, 2024, by the following vote:

Ayes: _____

Noes: _____

Abstain: _____

Absent: _____

I, _____, President of Governing Board of the Burbank Unified School District, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in the office of said Board.

_____
President of the Board of Education
Burbank Unified School District

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education and Superintendent
DATE:	April 4, 2024
SUBJECT:	Ratification to Amend Board Bylaw 9320 to Change the Start Time and Frequency of Regular Board of Education Meetings

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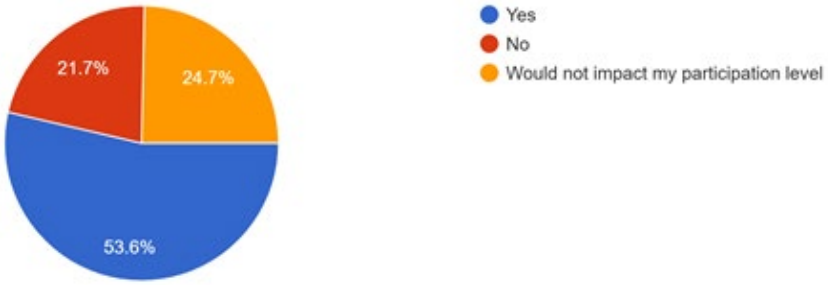
Background:
The Board of Education is considering an amendment to Board Bylaws 9320. Our Board of Education President has suggested changes to the start time of the meetings. The primary objective for the suggested change is to provide greater accessibility for parents, students, and staff to attend the Board of Education meetings.

Discussion/Issues:
Shifting the start time of the meeting may facilitate greater attendance and engagement from our community members, students and staff. We are mindful of the various commitments that families and staff have, and we want to create an environment that accommodates as many individuals as possible. The frequency of the meetings will remain on the first and third Thursdays of the month except as indicated during the months of March, June, and December.

Proposed Changes:
Current Start Time: 6:00 p.m. (Closed Session), 7:00 p.m. (Open Session)
Proposed Start Time: 5:00 p.m. (Closed Session), 6:00 p.m. (Open Session)

This adjustment may contribute to increased participation and engagement from our community members. To gather the valuable feedback and input from all stakeholders, district staff recently distributed a survey to the Burbank community to seek the perspective and thoughts on this proposed change. The feedback received was crucial in helping staff make an informed decision that aligns with the needs and preferences of our community.

Based on the responses received, 53.6% of respondents indicated that changing the start time of the meeting would increase their ability to participate. 24.7% indicated that changing the time would not impact their participation level, and 21.7% indicated that it would not change their ability to participate.



Fiscal Impact: (if any)
There is no fiscal impact associated with this suggested change.

Recommendation:
John Paramo, Superintendent, recommends that the Board of Education ratify the amendment of Board Bylaw 9320 to change the start time of regular Board of Education meetings from 7:00 p.m. to 6:00 p.m., Closed Session from 6:00 p.m. to 5:00 p.m., and for the frequency of meetings to remain on the first and third Thursdays of the month, except as indicated during the months of March, June and December, effective April 4, 2024, as presented.

Bylaw 9320: Meetings And Notices **Status:** DRAFT

Original Adopted Date: 01/17/2013 **| Last Revised Date:** 03/07/2024 **| Last Reviewed Date:** 04/04/2024

Meetings of the Board of Education are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

A Board meeting exists whenever a majority of Board members gather at the same time and location, including teleconference location, to hear, discuss, deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

Regular Meetings

The Board shall hold two regular meeting(s) each month. Regular meetings shall be held at ~~6:00~~ **5:00** p.m. (Closed Session) and **6:00** ~~7:00~~ p.m. (Open Session) on the first and third Thursdays (unless otherwise noted) at Burbank City Hall.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet website. (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet website. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and location of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time notification is given to the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

The Board may adjourn/continue any regular or special meeting to a later time and location that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members

2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern

3. An open and noticed meeting of another body of the district

4. An open and noticed meeting of a legislative body of another local agency

5. A purely social or ceremonial occasion

6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party

2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property

3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law

4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district

5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility

7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

8. Attend conferences on nonadversarial collective bargaining techniques

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district

10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 35140	Time and place of meetings
Ed. Code 35143	Annual organizational meetings; date and notice
Ed. Code 35144	Special meeting
Ed. Code 35145	Public meetings
Ed. Code 35145.5	Agenda; public participation and regulations
Ed. Code 35146	Closed sessions; student matters
Ed. Code 35147	Open meeting laws exceptions
Gov. Code 11135	Prohibition of discrimination
Gov. Code 3511.1	Local agency executives
Gov. Code 54950-54963	The Ralph M. Brown Act
Gov. Code 54953	Oral summary of recommended salary and benefits of superintendent
Gov. Code 54954	Time and place of regular meetings
Gov. Code 54954.2	Agenda posting requirements; board actions
Gov. Code 54956	Special Meetings
Gov. Code 54956.5	Emergency meetings
Gov. Code 7920.000-7930.215	California Public Records Act
Gov. Code 8625-8629	California Emergency Services Act

Federal	Description
28 CFR 35.160	Effective communications for individuals with disabilities
28 CFR 36.303	Nondiscrimination on the basis of disability, public accommodations, auxiliary aids, and services
42 USC 12101-12213	Americans with Disabilities Act

Management Resources	Description
Attorney General Opinion	78 Ops.Cal.Atty.Gen. 327 (1995)
Attorney General Opinion	79 Ops.Cal.Atty.Gen. 69 (1996)
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 181 (2001)
Attorney General Opinion	84 Ops.Cal.Atty.Gen. 30 (2001)
Attorney General Opinion	88 Ops.Cal.Atty.Gen. 218 (2005)

Court Decision	Knight First Amendment Institute at Columbia University v. Trump, (2019) 928 F.3d 226
Court Decision	Garnier v. Poway Unified School District, (S.D. Cal. September 26, 2019) No. 17-cv-2215-W (JLB), 2019 WL 4736208
Court Decision	Wolfe v. City of Fremont, (2006) 144 Cal.App. 4th 533
CSBA Publication	The Brown Act: School Boards and Open Meeting Laws, rev. 2019
Institute for Local Government Publication	The ABCs of Open Government Laws
League of California Cities Publication	Open and Public V: A Guide to the Ralph M. Brown Act, 2016
Website	CSBA District and County Office of Education Legal Services
Website	CSBA, GAMUT Meetings
Website	Institute for Local Government
Website	League of California Cities
Website	California Attorney General's Office
Website	CSBA

Cross References

Code	Description
0410	Nondiscrimination In District Programs And Activities
0420.4	Charter School Authorization
0420.4	Charter School Authorization
0420.43	Charter School Revocation
0450	Comprehensive Safety Plan
0450	Comprehensive Safety Plan
0460	Local Control And Accountability Plan
0460	Local Control And Accountability Plan
1113	District And School Websites
1113	District And School Websites
1113-E PDF(1)	District And School Websites
1160	Political Processes
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees

1330	Use Of School Facilities
1330	Use Of School Facilities
1330-E PDF(1)	Use Of School Facilities
1340	Access To District Records
1340	Access To District Records
1431	Waivers
2000	Concepts And Roles
2111	Superintendent Governance Standards
2121	Superintendent's Contract
2210	Administrative Discretion Regarding Board Policy
3100	Budget
3100	Budget
3280	Sale Or Lease Of District-Owned Real Property
3311	Bids
3311	Bids
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3314	Payment For Goods And Services
3314	Payment For Goods And Services
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
4117.14	Postretirement Employment
4141.6	Concerted Action/Work Stoppage
4141.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4241.6	Concerted Action/Work Stoppage
4312.1	Contracts
4317.14	Postretirement Employment
6112	School Day
6112	School Day
6173.1	Education For Foster Youth
6173.1	Education For Foster Youth

7150	Site Selection And Development
7150	Site Selection And Development
7214	General Obligation Bonds
7214	General Obligation Bonds
7310	Naming Of Facility
9000	Role Of The Board
9005	Governance Standards
9012	Board Member Electronic Communications
9100	Organization
9121	President
9130	Board Committees
9140	Board Representatives
9220	Governing Board Elections
9230	Orientation
9270	Conflict Of Interest
9270-E PDF(1)	Conflict Of Interest
9310	Board Policies
9321	Closed Session
9322	Agenda/Meeting Materials
9323	Meeting Conduct
9323.2	Actions By The Board
9323.2-E PDF(1)	Actions By The Board
9324	Minutes And Recordings
9400	Board Self-Evaluation

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Superintendent
PREPARED BY:	Cindy Quiterio, Executive Assistant to the Board of Education/Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Board of Education/Superintendent
DATE:	April 4, 2024
SUBJECT:	Approval of the 2024-2025 Regular Board of Education Meeting Dates

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Background:
Regular meetings of the Board of Education are held on the first and third Thursdays of each month. Special Board meetings may be scheduled as necessary throughout the year.

Discussion/Issues:
Listed below are the Board meeting dates for the 2024-2025 school year:

July 4, 2024	**Dark – July 4 Holiday**
July 18, 2024	
August 1, 2024	
August 15, 2024	
September 5, 2024	
September 19, 2024	
October 3, 2024	
October 17, 2024	
November 7, 2024	
November 21, 2024	
December 12, 2024	
December 19, 2024	
January 2, 2025	**Dark – Winter Recess**
January 16, 2025	
February 6, 2025	
February 20, 2025	
March 6, 2025	
March 13, 2025	
March 27, 2025	
April 3, 2025	
April 17, 2025	
May 1, 2025	
May 15, 2025	
June 5, 2025	
June 26, 2025	

Recommendation:
John Paramo, Superintendent, recommends that the Board of Education amend its regular meeting dates for the 2024-2025 school year, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Amended Agreement for Professional Services (Human Resources Services)

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 Sign Up Interpreting Services, LLC on July 1, 2023. The District is required to provide interpreting services to employees. The previous funding approved has been exhausted and a $60,000 increase is needed in order to finalize payment of services rendered. The contract with Sign Up Interpreting Services, LLC, allows for employees to receive American Sign Language interpreting services as needed.

Fiscal Impact:
The amount of the agreement is not to exceed $110,000.

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education amend the Consultant Agreement between the Burbank Unified School District and Sign Up Interpreting Services, LLC, to provide American Sign Language interpreting to employees, not to exceed $60,000 (01.0-00000.0-72000-5850-7552000), effective retroactive to July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented

SIGN UP
INTERPRETING SERVICES, LLC

PRICING AND POLICIES

(for Burbank Unified School District)

Sign Up Interpreting Services, LLC, provides interpreting to the community from the hours of 8:00am-5:00pm, Monday to Friday. After hours and weekend services may be provided upon special request.

STANDARD Rate:

For INTERPRETING requests made with more than two business days' notice
$88.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday
For CAPTIONING requests made with more than two business days' notice
$125.00/hour per interpreter during the hours of 8:00am-5:00pm, Monday to Friday

WEEKEND / AFTER-HOURS Rate:

For INTERPRETING requests made with more than two business days' notice
$103.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)
For CAPTIONING requests made with more than two business days' notice
$130.00/hour per interpreter for weekend/evening (after 5:00pm and prior to 8:00am)

OVERNIGHT Rate:

For requests provided between the hours 10:00pm and 6:00am will have an additional charge of 25%/hr.

SPECIALTY Rate:

For requests made with more than two business days' notice
Special requests such as assignments of a complex nature, a third language, or those with a potential legal ramification may require two interpreters.
$125.00 - $200.00/hr per interpreter

EMERGENCY Rate:

For requests made with **less than** two business days' notice
Additional 25% per hour (2hr minimum) per interpreter/captioner

Any assignment exceeding two hours ~~**or of a complex nature** should be teamed with two interpreters/captionists. If an assignment lasts longer than two (2) hours and a team is unavailable, the un-teamed assignment will be billed at a rate equivalent to two (2) interpreters/captionists.~~ After, half hour increment charges will apply (exceptions are made for classroom settings).

Additional Conditions:

Mileage: Mileage will generally not be charged, however in special circumstances, mileage to and from the interpreter/ captionist's home location may be assessed at the applicable IRS rate ONLY when preauthorized by the requestor (as in the case of interpreter/captionist reassignment).

Parking: BUSD may be charged a reimbursement fee (at cost) for any applicable parking fees needed to fulfill an assignment at an off campus location.

Reassignment: Dispatched interpreters/captionists will be reasonably available to relocate to an alternate assignment location so long as it is within the time constraints of the original assignment.

Travel: Any vehicular travel from one assignment location to another site will be considered standard travel time and billed at the corresponding hourly rate.

P O Box 941 * Sunset Beach, CA 90742 * signupasl@gmail.com * (657) 464-4192

Cancellations must be made prior to two business days of the pre-arranged assignment; otherwise the whole of the pre-arranged time will be charged.

Billing / Invoices Payment is due at the time of services rendered. Invoices will be generated at the completion of the assignment and must be paid within 10 days of receipt. Minimum fee will be billed at twice the hourly rate per assignment. Payment can be made to Sign Up Interpreting Svcs, LLC via check or money order. Other options may be available. Accounts past due will be subject to late charges as well as finance charges. If pursuit of collections is required, Client will be responsible for any retrieval or collection costs.
Client is responsible for providing a safe and secure access to Agency interpreters for any facilities in which services are to be provided. Client has an affirmative duty to warn Sign Up Interpreting Svcs, LLC ("Agency") of any safety concerns, health risks, or other dangers associated with providing interpreting services to Client. Client agrees to maintain industry standard liability insurance regarding visitors to its premises. Client will provide adequate direction and guidelines were appropriate to enable the Agency interpreter(s) to effectively provide services.

Agency will provide interpreters with skills consistent with industry standards. Client agrees to ensure that services are provided to the persons requiring such and agrees to indemnify, defend and hold harmless the Agency and any of its contractors, officers, owners and representatives from any damages, losses, liabilities or claims arising out of the services except for claims arising out of Agency's exemplary damages arising out of the services provided whether arising out of contract or tort, even if advised of the possibility of such damages. Agency disclaims any express or implied warranties regarding the services that are not contained in the pricing and policies.

This is an agreement entered into between the Client and Sign Up Interpreting Services, LLC ("the Agency"). By signing this agreement, the undersigned client representative agree that he/she has read and agree to the terms indicated for all future interpreting assignments by Sign Up Interpreting Services, LLC and its agents. The undersigned client representative also certifies that he/she is authorized to accept terms on behalf of the Client and constitutes acceptance of all the Rate, terms and policies set forth herein.

Client understands that Sign Up Interpreting Services, LLC is an independent Interpreting Agency and thus all parties involved are independent contractors and will be responsible for any taxes, deductions, etc. for payments received.

Client understands that this contract will supersede all other contracts made previously with Sign Up Interpreting Services, LLC and will expire only when a new contract is drawn.

Client/Business Name: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Billing Information:

Contact Person: _____ Phone No. _____

Email address: _____ @ _____

Billing Address: _____

_____

_____

Please return a completed and signed form to SignUpASL@gmail.com or mail to PO Box 941, Sunset Beach, CA 90742. This form must be completed prior to any services provided.

Effective June 2, 2023 and supersedes any previous pricing and policies.

P O Box 941 * Sunset Beach, CA 90742 * signupasl@gmail.com * (657) 464-4192

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Amendment of the Proposed 2024-2025 Instructional Calendars

Background:
The Instructional Calendar is reviewed annually through the District Calendar Committee process. The District Calendar Committee has reviewed the 2024-2025 Instructional Calendar with input from all stakeholders. The Instructional Calendar serves as a mechanism to inform the public of the first day of instruction and for staff to begin to develop the Instructional program timeline. The Adult School calendar is prepared and reviewed by site level staff. The 2024-2025 Instructional Calendars were approved on January 18, 2024.

Discussion/Issues:
The District Calendar Committee developed the 2024-2025 Instructional Calendar. Members of the Calendar Committee include representatives from the California School Employees Association (CSEA), the Burbank Teacher's Association (BTA), the Burbank Association of School Administrators (BASA), and the Parent Teacher Association (PTA).

Once the Instructional Calendar has gone through the committee review process, then both Burbank Teacher's Association and the California School Employees Association use the Instructional Calendar as the basis to negotiate their respective work calendars.

The holiday for Juneteenth in the year 2025, will fall on Thursday June 19, 2025 instead of Wednesday June 19, 2025. The start of Summer School will be on Monday June 2, 2025, instead of Wednesday June 2, 2024

Fiscal Impact:
None

Recommendation:
Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education Amend the proposed 2024-2025 Instructional Calendars, as presented.

Burbank Unified School District
K – 12 and Monterey Instructional Calendar for 2024-2025

Fall Semester

Independence Day Holiday (All offices and schools closed July 4) ..... Thursday, July 4
District Staff Development ..... August 5-7
Teacher Workdays ..... August 8, 9
Instruction Begins ..... Monday, August 12
Labor Day Holiday (All offices and schools closed) ..... Monday, September 2
Back-to-School Night - Elementary Schools** ..... August 22
Back-to-School Night – Middle Schools** ..... September 4
Back-to-School Night - High Schools** ..... September 5
Minimum Teaching Day for Middle Schools ..... October 9
Veterans Day (All offices and schools closed) ..... Monday, November 11
Elementary Schools Only: Non-Student Attendance Parent Teacher Conferences..... November 4
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences ..... November 5-8
Non-Instructional Day All Schools ..... November 27
Thanksgiving Holidays (All offices and schools closed) ..... November 28, 29
Final Exam Schedule for Comprehensive High Schools ..... December 17, 18, 19
Minimum Teaching Day for Middle Schools ..... Thursday December 19
Minimum Teaching Day for Elementary ..... Friday, December 20
Semester Ends, Pupil Free Secondary/Shortened Day K-5 ..... Friday, December 20
Winter Recess ..... December 23 – January 3
(All offices and schools closed December 24, 25, 31 and January 1)

Spring Semester

School Reopens / Instruction Begins ..... Monday, January 6
Martin Luther King Day (All offices and schools closed) ..... Monday, January 20
Lincoln Holiday (All offices and schools closed) ..... Monday, February 10
President's Day Holiday (All offices and schools closed) ..... Monday, February 17
Minimum Teaching Day for Middle Schools ..... February 19
Elementary Schools Only: Minimum Days: Parent-Teacher Conferences. February 24-February 28
Open House - High Schools** ..... March 6
Open House - Elementary Schools** ..... March 5
Open House - Middle Schools** ..... March 13
Spring Recess (All offices and schools closed March 20, 21***) ..... March 17-21
School Reopens ..... Monday, March 24
Final Exam Schedule for Comprehensive High Schools ..... May 20,21,22
Minimum Day K-12 Semester Ends ..... Thursday, May 22
Teacher Work Day & Check-out ..... Friday, May 23
Memorial Day (All offices and schools closed) ..... Monday, May 26
Juneteenth Holiday (All offices and schools closed) ..... Thursday, June 19
Summer School Opens ..... Monday, June 2

** All schools have shortened days the day following Back to School Night and Open House
*** In lieu of Admission Day

Adopted January 18, 2024 by the Board of Education

Amended April 4, 2024 by the Board of Education

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Approval of Intern School Psychologist Stipends

Background:
The Burbank Unified School District wishes to hire six School Psychologist Interns to work under the supervision of a licensed School Psychologist. Their responsibilities will be working with students at a variety of levels including preschool, elementary, secondary and the adult transition program. They will participate in all professional development trainings and staff meetings offered by the District.

The interns, under the direction of a licensed school psychologist, will conduct psycho-educational evaluations for special education, including report writing and attending IEP meetings. They will also participate in SST process at sites, provide consultation to teachers and administrators, provide counseling with student in individual and group setting, and provide support to students in crisis. They are to also conduct formal behavior assessments and other behavior interventions. Duties will also be assigned and required as by their university to meeting requirements.

Discussion/Issues:
To enhance recruitment and remain competitive; the special education department is recommending the Human Resources Department hire six (6) interns for the 2024-2025 school year with an annual stipend of $13,000.00. During the 2023-2024 school year, the district hired eight (8) interns with a $10,000.00 stipend.

Interns must be enrolled in a University Master's program in School Psychology and must have a valid California Psychology Internship Credential. For a maximum of 10 months, the successful candidates will receive a $6,500.00 stipend per completed semester.

Fiscal Impact:
The position of School Psychologist Intern will be placed on the newly established, Certificated Personnel Special Assignment Salary Schedule with an annual stipend of up to $13,000.00 per year. The stipend may be prorated as well. (01.0-33050.0-50010-31200-1231-7440000).

Recommendation:

Sarah Rudchenko, Assistant Superintendent, Human Resources Services recommends that the Board of Education Approve the Intern School Psychologist Stipends, as presented.

Burbank Unified School District
Office of the Superintendent

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Superintendent
PREPARED BY:	John Paramo, Superintendent
SUBMITTED BY:	Cindy Quiterio, Executive Assistant to the Superintendent and Board of Education
DATE:	April 4, 2024
SUBJECT:	Approval of Reorganization Plan to Reinstate the Position for Executive Assistant/Public Information Officer

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Background:
The success of any organization, particularly one in the public sector, depends on effective communication and an efficient organization. Due to the evolving needs of our district, the proposal to change the existing position of Executive Assistant to the Superintendent and Board of Education and to reinstate the position of Executive Assistant/Public Information Officer (PIO) takes these factors into consideration.

Discussion/Issues:
Clear and transparent communication is essential for fostering trust and collaboration, both internally and externally. The Executive Assistant/ PIO will play a pivotal role in shaping the department's communication strategy. They will serve as the liaison between the department and the public to ensure timely dissemination of information. By maintaining open channels of communication, the Executive Assistant/PIO will cultivate positive relationships with stakeholders while safeguarding the district's reputation and integrity.

The reinstatement of the Executive Assistant/PIO position offers a dedicated resource to streamline the prioritization process within the district and the department. As time and resources become scarce, having a member of staff who is adept at discerning urgent matters from routine ones makes it possible to allocate efforts in a more strategic way. The Executive Assistant/PIO can serve as the central point of contact, triaging incoming tasks, inquiries, and information flow, ensuring that critical tasks receive appropriate attention while non-urgent matters are managed efficiently.

Fiscal Impact:
The fiscal impact is between $12,654 and $16,958 annually (01.0-0000.0-00000-71500-2411-741000).

Recommendation:
John Paramo, Superintendent, recommends that the Board of Education approve the reorganization plan to reinstate the position of Executive Assistant/Public Information Officer, effective April 5, 2024, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **EXECUTIVE ASSISTANT/PUBLIC INFORMATION OFFICER**

BASIC FUNCTION:

Under the direction of the Superintendent of Schools, perform varied and complex secretarial duties; administrative assistance; perform tasks associated with the Board of Education's agendas and meetings; organize and coordinate workflow and communications; assist the Superintendent in keeping the community informed of developments within the school system in a timely and understandable way; serve as office manager.

RESPONSIBILITIES:

- Organize and manage the Office of the Superintendent and act as confidential assistant to the Superintendent; ensure efficiency of office operations; relieve the Superintendent of administrative detail.
- Receive and maintain confidential correspondence and sensitive files.
- Take and transcribe using any form of dictation or note taking, letters, reports, bulletins, and memoranda, including material of a confidential nature and matters related to employer/employee relations and collective bargaining.
- Independently compose correspondence on own initiative regarding matters not requiring personal response from Superintendent.
- Serve as a member of the Management team and other committees as assigned by the Superintendent.
- Represent the District at selected organizations and community functions and attend governmental and community meetings and conferences, at the discretion of the Superintendent.
- Direct the District's internal and external communications program.
- Direct and coordinate the District's media relations, including serving as the District's Public Information Officer.
- Develop information packets, brochures, fact sheets and presentations for public dissemination.
- Coordinate the District's community outreach program and activities.
- Develop and coordinate a strategic communications plan, including preparing messages that align with the District's goals and objectives, and response to current events.
- Assist in the development of communication tools used by departments and schools.
- Coordinate the processing of Public Records Act requests.
- Work with other managers and staff to improve efficiency and effectiveness of division operations, programs, services and operations.
- Work collaboratively with other departments to meet District goals and ensure alignment of programs, services, and operations.
- Direct and coordinate other special projects and duties as assigned by the Superintendent.

- Maintain an understanding of the programs and functions of the Superintendent's Office and their relation to District operations as a whole; establish and assess the timely completion of projects and assignments.
- Assist the Superintendent in crisis/incident management and in responding to the media.
- Serve as a resource for District demographic data.
- May train and provide work direction to subordinate office personnel; may provide input and assistance in the selection, evaluation and discipline of office staff.
- Originate and independently prepare material for the approval of the Superintendent; prepare and arrange meetings, workshops or conferences using the technology provided, e.g. e-mail, websites, etc.
- Coordinate the ordering, receipt, inventory, storing and distribution of office supplies and forms; ensure adequate materials to support office functions and activities.
- Keep employee time sheets using the District's web-based software.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES:

- High level of competency in software applications, including MS Office and Adobe software.
- Knowledge of rules and regulations governing the operation of programs within a school district is preferred.
- Ability to write information in a clear, comprehensible style
- Ability to manage website information
- Knowledge of office methods and equipment, filing systems, receptionist and telephone techniques, and letter and report writing.
- Ability and willingness to work as part of team and ability to establish and maintain positive working relationships.
- Ability to communicate effectively both orally and in writing. Communicate effectively with a variety of people of differing ages and from differing socioeconomic backgrounds and cultures.
- Work independently and coordinate assistance when needed for special events and projects. Develop community resources and vendor relationships for special projects.
- Possess excellent interpersonal skills and use good judgment in making independent decisions.
- Ability to compose correspondence and promotional materials independently and perform work functions with speed and accuracy.
- Ability to deal effectively with a wide variety of personalities and situations using tact, courtesy, poise and assertiveness. Deal effectively with particularly sensitive issues.
- Skill to handle multiple tasks and ability to work under pressure to meet deadlines.
- Analyze problems accurately and take appropriate action in every situation.
- Keep the Superintendent informed of activities throughout the District.
- Think and act quickly "on your feet."
- Learn new technology quickly and utilize to maximize efficiency.
- Easily re-order priorities as necessary throughout a day, week, or month.
- Stay abreast of current education issues.
- Take minutes at meetings and conferences.

- Organize complex material and summarize in report from the discussion of actions taken.
- Train, schedule and furnish work direction to clerical and secretarial assistants as assigned.

EDUCATION AND EXPERIENCE:

- High School graduation required.
- A minimum of two years college (60 units) required.
- BA Degree in Communications or Public Administration is preferred.
- At least five years of broad and varied administrative experience, including experience in marketing, graphic design, and public relations is preferred.
- At least two years of experience working within a school district or public agency is preferred.
- Previous experience in journalism, public relations, writing or editorial work is desired.

WORKING CONDITIONS:

District Office environment; attendance at evening Board of Education meetings, as needed.

Burbank Unified School District

CONFIDENTIAL EMPLOYEES
SCHEDULE C
Effective July 1, 2023

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Executive Assistant/Public Information Officer	97,012	101,863	106,959	112,306	117,920	123,818	130,008
B	Superintendent's Office Assistant Senior Administrative Secretary (Confidential) Executive Assistant - Human Resources Senior Administrative Secretary-Administrative Services Employee Injury and Illness Prevention Technician	66,658	69,699	73,485	77,162	81,019	85,066	89,323
C	No Position in this Classification	60,593	63,480	66,658	69,988	73,485	77,162	81,019

Rules and Regulations for Implementation of Salary Schedule C for Confidential Employees is the same as those adopted for employees on the Classified Supervisors and Managers Salary Schedule B.

Adopted: 1/16/86

Revised: 8/7/86, 12/18/86, 10/1/87, 2/4/88, 4/7/88, 8/18/88, 9/1/88, 3/16/89, 10/19/89, 6/15/89, 12/7/89, 1/4/90, 12/6/90, 5/2/91, 6/6/91, 8/15/91, 10/17/91, 5/18/92, 7/21/94, 8/4/94, 11/17/94, 5/4/95, 1/18/96, 3/21/96, 1/16/97, 2/18/98,6/25/98, 11/5/98, 12/10/98, 2/18/99, 8/5/99, 8/17/00, 11/7/02, 3/18/04, 07/07/05, 08/18/05, 12/15/05:4/20/06, 6/4/07:3/20/08, 12/16/10, 4/21/11, 2/16/12, 3/15/12, 3/20/14, 6/19/14, 6/4/15, 10/20/16; 12/21/17;10/18/18**;**9/2/21;5/5/22;1/19/22; 3/2/23, 7/20/23, 08/3/23; 02/01/24, **04/04/24**

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Designation of Sarah Rudchenko, Assistant Superintendent Human Resources Services, as District's Lead Representative for California School Employee Association (CSEA)

Background
Government Code Section 54947.6 of the California Brown Act, the state's opening meeting laws, requires local agencies, including school districts, to provide public notice of agency representatives attending closed sessions for labor negotiations by specifying the names of the designated representatives attending the closed session and the employee organization in questions or, for unrepresented employees, a designation of the unrepresented employees who are the subject of the negotiations.

Discussion/Issues
The District would like to appoint Sarah Rudchenko, Assistant Superintendent, Human Resources Services as the District's Lead Representative for Labor Negotiations with CSEA.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education designate Sarah Rudchenko, Assistant Superintendent, Human Resources Services, to serve as the District's Lead Representative for labor negotiations with the California School Employee Association (CSEA), as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Andrew Cantwell, Assistant Superintendent, Administrative Services

PREPARED BY: Crystal Cozakos, Senior Administrative Assistant

SUBMITTED BY: Crystal Cozakos, Senior Administrative Assistant

DATE: April 4, 2024

SUBJECT: Announcement of the Expiration of Terms of Office on the School Facilities Oversight Committee (SFOC) and Reappointment of Members

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Background

The School Facilities Oversight Committee (SFOC) is a Board-appointed committee of independent citizens, initially established in 1997. After successfully passing Bond Measure S in March of 2013, the Committee now falls under the provisions of Proposition 39. The purpose of the Committee shall be to assure the community that bond funds are expended in the fashion outlined in the District's bond resolution.

The Committee shall consist of at least seven (7) members (and may be larger) to serve for a term of two (2) years, without compensation, and for no more than three (3) consecutive terms. The Committee may not include any employee or official of the school district or any vendor, contractor, or consultant of the school district. The Committee must include all of the following:

(a) One member who is active in a business organization representing the business community located within the school district;

(b) One member active in a senior citizen's organization;

(c) One member active in a bona fide taxpayer association;

(d) For a school district, one member shall be the parent or guardian of a child enrolled in the district; and

(e) For a school district, one member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

The Board of Education and the current SFOC members have previously stated a preference for maintaining a membership of nine (9) on this committee, two more than the legally required minimum. The table which follows shows the current membership roster and primary area of representation (X). The names of those members whose terms are expiring on May 31, 2024 have been highlighted:

Current Members	Term Expires/Term #	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Carolyn Bisson	5/31/2025 (2)				X	
Shaun Hasas	5/31/2025 (2)				X	X
Dakota Hughes	5/31/2025 (1)					X
Raymond Juarez	5/31/2024 (3)	X				
Brandon Mullins	5/31/2024 (2)	X				X

Geovanna Waters	5/31/2025 (1)					X
Michelle Wolloff	5/31/2025 (2)	X				
Justin Worsham	5/31/2024 (3)	X		X		
Greg Wylie	5/31/2025 (1)		X			

Alternate Members

A maximum of ten (10) alternate members ("Alternates") may be appointed by the Board in the same manner as Committee members. Alternates are non-voting participants in the processes of the Committee. The Board will consider Alternates when vacancies occur on the Committee, but reserves the right to seek new Committee members from outside of the pool of Alternates. Such consideration is subject to the Alternate having a completed application on file, being qualified and/or nominated within the category listed that corresponds with the vacancy, and meeting the Qualification Standards, which state that committee members:

(1) Be at least 18 years of age and a resident of the state in accordance with Government Code section 1020;
(2) Not be an employee or officer of the District, or a member of their immediate family as defined in the Political Reform Act, Government Code section 82019, and 2 California Code of Regulations section 18229;
(3) Not be a vendor, contractor, or consultant of the District, or a member of the immediate family of any one of the preceding.

There are currently three Alternate Members, as shown below along with their primary area of representation (X):

Alternates	Business Organization	Senior Citizens' Organization	Taxpayers' Group	Parent	Parent Active in PTA/SSC
Serj Eyvazian	X				X
Chantal M. Sampogna				X	
John Steinreich	X				X

Discussion/Issues:

The terms of three (3) members: Raymond Juarez (Business Organization), Brandon Mullins (Business Organization/Parent Active in PTA/SSC), and Justin Worsham (Taxpayers' Group/Business Organization), will expire on May 31, 2024. Raymond Juarez will be completing his third and final term and currently serving Members Brandon Mullins and Justin Worsham have indicated they would like to be reappointed, maintaining a membership of eight (8) members.

Fiscal Impact

There is no fiscal impact.

Recommendation

Andrew Cantwell, Assistant Superintendent, Administrative Services, will report on the expiration of three (3) terms on the SFOC and recommends that the Board of Education reappoint Brandon Mullins and Justin Worsham to a two-year term effective June 1, 2024 through May 31, 2026, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Approval of Memorandum of Understanding between the Burbank Unified School District and TNTP, Inc.

Background
The Los Angeles Teacher Preparation Pathway (LATPP) partners with districts to build a Grow-Your-Own talent pipeline of community-based classified staff to address the critical needs of Multilingual Learners in Los Angeles County. Schools across the country are facing their toughest staffing challenges in history. Teacher staffing in Los Angeles continues to be the most challenging in the highest-need schools. Multilingual Learners, students who speak more than one language, are both the fastest growing and yet most historically underserved student group in Los Angeles County. LATPP aims to prepare community educators with tools to address the specific needs of these students in Los Angeles and support those educators on their path to becoming teachers.

Discussion/Issues
The LATPP will build a pipeline of future teachers from within the community. LATPP works with partner districts to identify and recruit current school support staff interested in pursuing a teaching credential to remain in their current role while they make progress toward becoming a teacher, ultimately within their same school community.

They provide a path to BA attainment and credentials. LATPP partners with Rivet School, a hybrid college, to provide a low-cost, flexible bachelor's degree option for paraprofessional candidates who do not yet have this prerequisite degree. They support candidates to navigate the process and plan for meeting requirements, selecting and applying to a credential programs that are a good fit.

They prepare educators to meet the unique needs of students in Los Angeles. A distinguishing feature of the LATPP program is a semester-long, job-embedded development experience for teacher candidates focused on serving Multilingual Learners.

They break down barriers for candidates with wraparound support including coaching, mentoring, stipend, and test support to help mitigate some of the most common barriers candidates face to successfully pursuing a credential.

Fiscal Impact
None

Recommendation
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the Memorandum of Understanding between the Burbank Unified School District and TNTP, INC effective April 4, 2024 through July 31, 2028, as presented.

THIS SERVICES AGREEMENT (this "**Agreement**") is made by and between TNTP, Inc., a not-for-profit corporation organized under the laws of the State of Delaware, with its principal office at 500 7th Avenue, 8th Floor, New York, New York 10018 ("**TNTP**"), and Burbank Unified School District with its principal office at1900 West Olive Ave, Burbank, CA ("**District**" or "**Client**"). This Agreement shall be effective as of the later of the dates beneath the parties' signatures below (the "**Effective Date**").

STATEMENT OF PURPOSE:

WHEREAS, TNTP has received an award (the "Ballmer Grant" or the "Ballmer Grant Award Notification") from The Ballmer Group ("Funder") for the implementation of the Project (hereinafter defined), as detailed in the Scope of Work (as defined below); and

WHEREAS, TNTP and the District wish to work together in support of Grant objectives, and the collaboration between TNTP and the District is part of the Grant supporting TNTP's LA Teacher Preparation Program (the "Project"); and

WHEREAS, as part of the Project, TNTP will be supporting the District in developing alternative pathways to teaching for paraprofessionals within the District.

NOW THEREFORE, in consideration of the mutual agreements and promises contained herein, TNTP and the District agree as follows:

Section 1. Term and Services.

For the period commencing on the Effective Date until **July 31, 2028** (the "**Term**"), TNTP agrees to provide services for the Client as specified in Schedule A ("**Scope of Work**" or "**TNTP's Services**"), attached to and incorporated by reference in this Agreement.

TNTP and the District shall each, respectively, supply all of the necessary personnel, funding, equipment, supplies and materials necessary to perform the services that each party is obligated to perform, as set forth in the Scope of Work. The Scope of Work sets forth all services that are the subject of this Agreement, including without limitation all deliverables, results and timelines. The Scope of Work may be amended from time to time by the parties, provided that any change to the Scope of Work must be approved, in advance and in writing, pursuant to Section 10 and provided that any such changes are not in conflict with the Ballmer Grant Award Notification and are not otherwise unacceptable to Ballmer.

In the interests of long-term program sustainability, the Parties will work in good faith throughout the term of the Agreement to develop a plan to transition responsibility for program activities to the District by July 31, 2028.

Section 2. Client Responsibilities.

Cooperate with TNTP, to facilitate the performance of TNTP's Services, and provide TNTP with access (which may be in-person or via virtual means such as teleconference and videoconference, as agreed upon by the parties) to Client personnel, classrooms, meeting spaces, and buildings as needed for TNTP's Services. The Services may require student and/or teacher surveys, focus groups, student work samples and video recordings of classroom activities, students or groups.

If required by the scope of services, provide to TNTP, at no cost to TNTP, and within thirty (30) days of a written request all requested student data ("**Student Data**"), teacher and staff related data ("**Staff Data**"), and demographic and school/district information (**School Data**). Student Data, Staff Data, and School Data is collectively referred to herein as "**Data,**" as provided in Section 9 of this agreement. The Client's failure to provide TNTP with Data, or access to collect the Data, may cause a material delay in the delivery of services for which TNTP will not be held responsible.

Section 3. Acknowledgements.

a. For the purposes of this agreement and pursuant to FERPA, CFR 99.31, a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and (3) Is subject to CFR 99.33(a) governing the use and re-disclosure of personally identifiable information from student records. The Client designates TNTP to act in a School Official role for the purposes outlined in the Scope of Work.

b. TNTP's relationship to the Client is that of an independent contractor. The Client and TNTP intend that an independent contractor relationship be created by this Agreement, and not an employer/employee relationship, partnership, joint venture or other business group or concerted action. TNTP may upon written notice to you, subcontract any portion of TNTP's Services in its sole discretion. The Client, and not TNTP, is responsible for all employment-related obligations, liabilities, and decisions that may relate to the implementation of TNTP's services.

c. TNTP may share aggregate data collected and/or compiled under this agreement with the "Funder", as well as other districts and entities participating and/or associated with the program.

d. TNTP will use its reasonable efforts to achieve the deadlines for services, if any, set forth in any timetable and/or dates for delivery contained in the Scope of Services.

e. TNTP may use video for any of TNTP's Services in its sole discretion and for its legitimate business purposes in perpetuity so long as it is made pursuant to all federal, state and local laws, rules and policies relating to confidentiality and protected information.

Section 4. Representations and Warranties. Each party agrees that it:

a. Has the full right, power, legal capacity and authority to enter into this Agreement and to carry out its obligations hereunder.
b. Maintains adequate and appropriate insurance, including comprehensive general liability, professional liability and workers' compensation insurance, to cover activities under this Agreement.
c. Will comply in all material respects with all applicable federal, state, and local laws, ordinances, codes, and regulations in performing its services hereunder.
d. Is not subject to and will not enter into any agreement or arrangements which preclude compliance with the provisions of this Agreement.

Section 5. Payment and Invoicing.

The total cost of TNTP's Services provided hereunder shall be entirely funded by Ballmer. Accordingly, no compensation is due from the Client to TNTP. Should funding for the Project be terminated, reduced, or otherwise delinquent at any time and for any reason, TNTP may elect to immediately terminate this Agreement, or, if TNTP does not elect to terminate this Agreement, the parties may renegotiate TNTP's Services and amend this Agreement accordingly.

Section 6. Termination.

If at any time either of the parties believes that the other party has materially breached its obligations hereunder, written notice shall be given setting forth the asserted breach and providing an opportunity to cure the same within thirty (30) days after such written notice. If the asserted breach shall not have been cured to the reasonable satisfaction of the party providing the written notice, but reasonable attempts to cure are claimed in writing by the party to whom the written notice of asserted breach was given, said party will have an additional opportunity to cure for a period of thirty (30) days following the expiration of the initial

thirty (30) day cure period. If the asserted breach shall not have been cured to the satisfaction of the party providing written notice of asserted breach, that party may elect to terminate this Agreement upon written notice to the breaching party. If this Agreement is terminated, the rights and obligations of each party hereunder will terminate, provided, however, that such termination will not terminate the rights and obligations of the parties that expressly survive the termination of this Agreement, including, without limitation, the obligation of the Client to pay TNTP for expenses incurred and for all services provided pursuant to this Agreement prior to the effective date of such termination.

Section 7. Indemnification, Limitation of Liability and Subpoenas.

The Parties agree to defend and indemnify the other Party, their subsidiaries and affiliates, and hold them harmless from any and all claims, losses, damages, penalties, costs, and expenses including without limitation, settlement costs and any legal, accounting and other expenses for investigation or defending any actions or threatened actions (collectively, "Losses") to the extent such Losses were caused by (a) the intentional misconduct of a Party, its personnel, or any of their employees or agents, or (b) any untruth, inaccuracy, fraud or material omission in any representation or warranty made by a Party. Additionally, the Client agrees to indemnify TNTP for any employment decisions made by a client related to the services provided by TNTP. Except for a party's indemnification obligations under this Agreement: (i) in no event shall either party be liable for any indirect, consequential, special, incidental or punitive damages arising from or relating to performance under this Agreement, and (ii) in no event shall either party's liability for any and all claims arising out of or relating to its performance under this Agreement exceed the amounts paid by or payable by the Client hereunder, or as allowed by law. Nothing herein is intended to limit or restrict the indemnification rights or obligations outlined in Section 7.
In no event will TNTP be liable for any loss profits, loss of use, loss of contracts or for any indirect or consequential loss or damage. TNTP will not be liable to the Client for any liability arising in connection with TNTP's services, except to the extent such liability results from TNTP's fraud or intentional misconduct.

If TNTP is requested by Client or required by subpoena or similar legal process to produce TNTP's materials or personnel with respect to an engagement for Client, provided that TNTP is not a party to the proceeding, the Client will reimburse TNTP for our professional time and reasonable out of pocket expense, including the reasonable fees and out of pocket expenses of our outside counsel which we incur in responding to such a request.

Section 8. Intellectual Property Rights.

Ownership by TNTP. Title to and ownership of all work product, data, reports, and materials created by or on behalf of TNTP prior to the Effective Date of this Agreement or in the course of implementing and executing the Services, whether partial or complete, and any work product derived therefrom (collectively referred to as the "**Work**"), shall be and remain solely in TNTP except for the Client Data. The Client agrees that all Work created by will not be transferred, shared, licensed or sold by the Client to any other entity under any circumstances without the prior written consent of TNTP. TNTP shall be considered the author of the Work for purposes of copyright and only TNTP shall have the right to copyright the same. Additionally, TNTP retains all rights, title and interest in and to all processes, methods, systems, layouts, and information including TNTP's Video Library, Learning Portal, Insight, Academic Scorecard and online platforms (collectively the "**TNTP Tools**") used in creating the Work. Nothing in this Agreement shall be deemed to grant to the Client any ownership rights in the Work or the TNTP Tools, and except as expressly granted to the Client hereunder, the Client shall have no right or license with respect thereto.

Ownership by the Client. As between the Client and TNTP, the Client owns all Client Data provided to TNTP by or on behalf of Client in connection with this Agreement. The Client agrees that TNTP may use de-identified Client Data to perform its obligations hereunder and may use de-identified Client Data for its legitimate business purposes, including, without limitation, for purposes of publication, research, evaluation and presentation by TNTP.

Client Partners. The Client grants TNTP permission to share the Client Data with third party researchers, evaluators, partners and funders designated by the Client upon receiving written permission (including permission through electronic mail) from the Client.

Promotional Materials. The Client and TNTP agree that either party may use descriptions of the Services in future promotional materials and client lists, and that TNTP may explicitly identify the Client as a client of TNTP and the Services.

License to the Client. TNTP grants the Client the following limited, revocable non-exclusive, non-transferable, non-sublicensable license to use the deliverables for the Client's own internal business operations, trainings and analysis only and agree not to disclose the deliverables to any third party except as otherwise permitted under this Agreement. The Client agrees that transfer of ownership in the Deliverables will occur only after the Client's payment in full to TNTP for all services associated with the Deliverables. TNTP does not convey to Client any ownership or license rights in any TNTP IP used in performance of the Services, or in the frameworks, processes, methodologies, analytical tools and industry data and insights that may be used or developed by TNTP in the performance of the Services. The Client agrees to keep the TNTP IP confidential and nothing in this agreement shall grant any ownership rights in the TNTP IP to the Client.

License to TNTP. The Client grants TNTP a worldwide, perpetual, irrevocable, royalty-free license, with the right to grant sublicenses, to use, modify, reproduce, display, transmit, distribute, publicly perform, and create derivative works of the Client Data in de-identified and/or aggregated form. The Client agrees that TNTP may use any de-identified data and metrics regarding the Client's business which are provided to TNTP by the Client or which are otherwise collected by TNTP during the course of the engagement.

TNTP may identify the Client as the source from which the data originated if it complies with the other terms in this Agreement. The Client and TNTP agree that either party may use descriptions of TNTP's Services in future promotional materials, media and client lists, and that TNTP may explicitly identify the Client as a client of TNTP.

Survival. The terms of this Intellectual Property Rights Section shall survive the termination of this Agreement.

Section 9. Data

The Parties agree that confidential or proprietary Data may be shared between the Parties and may only be used by the other Party for the purposes identified in Appendix A. The Client agrees to provide the requested data in a timely manner to ensure that project timelines are followed. The Parties agree to comply with all relevant federal, state, and local laws and regulations governing the privacy and security of personally identifiable information (including transmission of data), to the extent applicable.

The Parties agree that any disclosure of Confidential Information shall be made available only to its employees, officers, directors, financial and legal advisors, agents or representatives (Representatives) who need to know in order to further the purpose of the services addressed in this agreement and as required by law. The Parties further agree to inform its Representatives of the confidential nature of the Confidential Information and direct them to treat the Confidential Information in accordance with the terms of this Agreement. The Parties acknowledge that irreparable injury and damage may result from disclosure of the Confidential Information to unauthorized third parties or from utilization of the Confidential Information for purposes other than those connected with TNTP's Services. The Parties acknowledge that irreparable injury and damage may result from disclosure of the Confidential Information to unauthorized third parties or from utilization of the Confidential Information for purposes other than those connected with TNTP's Services.

Client recognizes and agrees that for purposes of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA"), TNTP is considered a School Official with a legitimate educational interest, providing services that would otherwise be performed by the Client, and under the control and direction of the Client with respect to the education records. The Client shall define the criteria for determining who constitutes a "school official" and what constitutes a "legitimate educational interest" as permitted by FERPA, broadly enough to permit the provision of the Services hereunder, and reasonably inform students or their parents of the same in accordance with 34 C.F.R. § 99.31. TNTP shall comply with all applicable provisions of the United States Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, 34 CFR Part 99 (FERPA) in receiving and handling personally identifiable information from education records as a "school official" under FERPA.

Notwithstanding the above, Client shall not provide or make available to TNTP any student's personally identifiable information from education records (for purposes of FERPA) unless: (i) Client has obtained, with respect to each student's PII provided to TNTP, appropriate written consent to disclose such PII to TNTP, and authorization for TNTP to use such PII in connection with performing Services, and (ii) written notice identifying particular Data as PII. All personally identifiable information will be destroyed within 60 days of the termination of this agreement.

Separate from the parties' obligations with respect to student data, the Client agrees not to send TNTP any data that can identify an individual ("Personal Data") unless otherwise mutually agree that it is a requirement in order to effectuate TNTP's services under the Agreement. In such circumstances, the parties shall comply with the obligations imposed on us by applicable data privacy legislation and these paragraphs. In providing TNTP with Personal Data the Client will be acting as the data controller and will confirm that Client has complied with relevant laws and obtained all necessary consents for lawful processing, including in connection with any transfers of Client's Personal Data.

Section 10. Miscellaneous.

- TNTP's services are limited to those specifically described in the Agreement and applicable Scope of Work and do not under any circumstances constitute accounting, audit, or tax related assistance or advice, investment advice, legal advice or services (including as to the manner, if any, in which you the Client may lawfully implement any advice provided by TNTP), expert witness services.

- In any event any provision of this Agreement is held by a court to be unenforceable as written, that provision will be reformed so as to give effect to the intentions of the parties, and the other provisions of the Agreement.

- Neither the Client nor TNTP may assign their rights under this Agreement without the prior written consent of the other.

- TNTP will not be liable to the Client or to any third party, nor be deemed to have breached this Agreement, for any failure or delay in performing any of its obligations under this Agreement when such failure or delay is caused by or results from an event beyond TNTP's reasonable control, including without limitation (1) acts of God, (2) natural disasters, (3) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest, (4) governmental orders or restrictions, (5) international, national or regional emergency, (6) flood, fire, or explosion, (7) strikes, labor shortages, stoppages or slowdowns, (8) epidemics, pandemics, diseases, quarantines, or other extraordinary event which is determined to constitute an public health risk ("Force Majeure Event"). TNTP will use commercially reasonable efforts to give notice of the Force Majeure Event to the Client stating the period of time the occurrence is expected to continue, provided that (a) TNTP is able, given the nature and scope of the Force Majeure Event, to reasonably state such time period, and (b) any delay by TNTP to provide such notice or to state the time period when performance will be resumed will not negate the enforceability of this Section. Upon cessation of such Force Majeure Event, as reasonably determined by TNTP, TNTP will thereupon use commercially reasonable efforts to resume efforts to promptly perform or complete the performance of TNTP's Services hereunder as soon as reasonably practicable after the cessation or resolution of the Force Majeure Event. If TNTP's failure or delay to resume efforts to promptly perform or complete the performance remains uncured for a period of 60 days following notice given by it to Client under this Section, either party may thereafter suspend or terminate its performance under the applicable Scope of Work upon 30 days' written notice.

- All notices required by this Agreement will be in writing and either personally delivered or mailed, to such party at its address specified on the first page of this Agreement or to such other address as such party may designate by notice given in accordance herewith. If to TNTP, the notice will be to Michele Listokin, Interim General Counsel, Legal Department.

- This Agreement will be governed by New York law without reference to conflicts of laws principles. The Parties agree and consent to the jurisdiction of and venue in the state or federal courts in the city of Manhattan and state of New York in all disputes arising out of or relating to this Agreement.

- This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings, representations and agreements, if any, with respect to the subject matter hereof. Neither this Agreement nor any provision hereof may be modified, amended, supplemented, waived, discharged, or terminated except in a writing signed by the parties. No failure or delay in exercising any right or remedy hereunder shall constitute a waiver of such, any other, right or remedy.

- The Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Agreement may also be executed by email, or other electronic means, and so executed shall have the full force and legal effect of an original.

[Signature Page to Follow]

Signatures.

The parties, by signing below, by their duly authorized representatives confirm their acceptance of the terms and agree to execute this Agreement, which shall be effective on the Effective Date.

Burbank Unified School District

By: _____

Date: _____

Name (print): _____

Title: _____

TNTP, Inc.

By: _____

Date: _____
Lin Johnson III
Chief Strategic Growth and Finance Officer

Burbank Unified School District
Instructional Services Department

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 Secretary

DATE: April 4, 2024

SUBJECT: Approval of Fee Increase for Around the Bell

Background

In March 2023, the Around the Bell (ATB) rates were increased by 10%. Before that rate increase, rates had not been increased for more than five years.

In 2023-24, full-day weekly rates were:

- $150 per week for Transitional Kindergarten and Kindergarten
- $116 per week for Grades 1-5

Included in the Board action item is an update on the financial status of programs operated by the District's Child Development Department. This report includes income and expenditures and the extent to which each program operates, in terms of financial viability.

In 2020-21, the Child Development budget was augmented with COVID federal dollars as programs were operating with fewer students. Both programs were operating as full-day programs, a first for the Around the Bell program. This impacted the budget as employee costs increased due to the expansion of hours in the Around the Bell program.

It is anticipated that the Child Development program will run a deficit. General fund dollars and Expanded Learning Opportunities Program (ELOP) funds for ATB will be used to offset a deficit estimated at $1,123,840.

The $1,123,840 deficit that the District General Fund covers takes away from the potential to provide raises to staff. The deficit takes away the possibility of the money to be used for school repairs. The deficit also takes away from programs that could be funded, like the GATE program. LCAP Supplemental funds have been reduced. LCAP Supplemental staff are being reduced and the $1,123,840 could be used to address those cuts.

District-wide Goals 2022-2023

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

Discussion/Issues

Around the Bell (ATB) rates are proposed below with a 15.3% increase for Transitional Kindergarten/Kindergarten and a 15.5% increase for Grades 1-5 rounding up to an even dollar amount. Families would also be charged processing fees for credit cards (3.69%) by Eleyo. Additionally, it is proposed that the $100 annual waitlist fee per family be continued. The Child Development office does not accept cash payments.

Age Group	Current Fee Rate During Normal Year	Proposed Fee Rate for 2024-2025
Transitional Kindergarten Kindergarten	$150 per week	$173 per week
Grades 1 – 5	$116 per week	$134 per week

Fiscal Impact:
Raising the fees for the Around the Bell program would reduce the projected deficit for this program. The fee increase also includes the percentage per transaction from Eleyo at 3.69%. Additionally, it is proposed that the $100 annual registration fee per family be continued.

Recommendation:
Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the proposed rate increases, as indicated in the Board action item above for the Around the Bell Program, effective July 1, 2024, as presented.

Child Development Program
Financial Issues
Analysis and Recommendations

April 4, 2024

Child Development Department
Educational Services Division

Washington State Preschool Program

Current Facts

- One classroom, which serves 24 students; current enrollment is 24
- Projected State revenue $525,907
- Projected Family Fees $1,435
- Projected operating expenses $485,026
- Projected program net $42,316

Next Steps

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

SCHOOL AGE PROGRAM- General Child Care

Current Facts

- Three classrooms, which serve 14 students in Room 31 at Harte; and 27 students in Room 1 at Washington
- Projected State revenue $633,454
- Projected Family fees $10,204
- Projected operating expenses $570,812
- Projected program net of $72,846

Next Steps

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

AROUND THE BELL (ATB)

Current Facts

- ATB programs located at all elementary sites
- Program hours 7:00 a.m. – 6:00 p.m.
- Current Fees: $150 per week for TK-K
- Current Fees: $116 per week for 1st – 5th grade
- Projected Revenue $2,627,202
- Projected operating expenses $3,751,042
- Projected net loss/gain ($1,123,840)

Around the Bell Enrollment

Site	TK-K	1st-5th Grades	Total per Site
Disney	14	26	40
Edison	21	27	48
Emerson	22	24	46
Harte	23	20	43
Jefferson	24	64	88
McKinley	22	34	56
Miller	5	15	20
Providencia	8	11	19
Roosevelt	16	65	81
Stevenson	25	27	52
Washington	10	12	22
Overall total	155	360	515

AROUND THE BELL

Solutions:

- Increase weekly fees by 15(+)%
  - TK/K $173.00 per week
  - Grades 1-5 $134.00 per week
- The credit card processing fees (3.69%) is included in the 15(+)% increase
- The Child Development office will not accept cash
- Class size is set at 30 students to make the classroom economically viable with a teacher and an instructional assistant
- Consider closing low-enrolled programs with less than 20 students
- Closed programs would be referred to other childcare agencies

YMCA @ HORACE MANN CHILDREN'S CENTER

Update from YMCA

- Five classrooms (56 enrolled)
- Fully staffed
- Rates
  - Infants (6 weeks to 18 months) $2,073 per month
  - Toddler (18-24 months) $1,940 per month
  - Young Preschool (24-36 months) $1,760
  - Preschool (3-5 years) $1,590

YMCA Child Care

- YMCA reached out sharing that they may close their after-school childcare
- Boys and Girls Club and Afterschool Daze have committed to take as many students as they can
- Around the Bell will also take students once we determine seat availability
- Families have been advised to reach out to these groups

Discussion and Questions

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Superintendent
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Acceptance of Gifts

John Paramo, 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. Bret Harte Fundraising Committee wishes to donate to the District $25,250 to be used towards expenses for gardening, arts and photography classes at Bret Harte Elementary.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of John Burroughs High School Boys Volleyball (Overnight) Field Trip

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Background:
The John Burroughs High School Boys Volleyball wishes to attend the Santa Barbara High School Volleyball Tournament of Champions on Thursday, April 11, 2024 through Saturday, April 13, 2024

Itinerary
Day 1 –Thursday, April 11th, students will meet at John Burroughs High School at 6:30 pm for the Ramada Santa Barbara, 4770 Calle Road, Santa Barbara, CA 93110, where they will have snack and prepare for the next morning.

Day 2 – Friday, April 12th, students will have breakfast at the hotel. Students will travel to Santa Barbara High School, 700 E. Anapamu St., Santa Barbara, CA 93103 at 9:15 am. Competition will end at 7:30 pm. Team dinner will be at 7:30 pm followed by a team meeting and lights out at 10:30 pm.

Day 3 – Saturday, April 13th, Students will have team breakfast at 7:00 am. Students will check out of hotel and head to Santa Barbara High School to prep for Competition. Students will return to JBHS at conclusion of the tournament.

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. A parent meeting is scheduled for February 15, 2024. All students and parents/guardians are expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Boys Volleyball (Overnight) Field Trip request to participate in the Santa Barbara Tournament of Champions in Santa Barbara, CA. from Thursday, April 11, 2024 through Saturday, April 13, 2024, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of Burbank High School (Overnight) Field Trip

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Background:

The Burbank High Instrumental Music wishes to travel to San Diego, CA for the World Strides Heritage Festival on Thursday, April 11, 2024 through Saturday, April 13, 2024.

Discussion/Issues:

Eighty two students will travel via bus to San Diego with Annie Cavanaugh, Teacher, and seven chaperones.

Day 1 – Thursday, April 11th, students will meet in the band room at Burbank High and board buses for transport to San Diego at 1:30 pm. Students will check into rooms at the Sheraton San Diego Mission Valley, 1433 Camino Del Rio, South Mission Valley, CA 92108. The phone number for the hotel is (619) 260-0111. Dinner will be at House of Blues at 7:00 pm. Lights out at 11:30 pm.

Day 2 – Friday, April 12th, students will have breakfast at the hotel. Students spend all morning and afternoon at the festival. Dinner will be a buffet dinner at the hotel followed by a game night. Lights out at 11:30 pm.

Day 3 – Saturday, April 13th, students will have breakfast at the hotel. Chaperones will check rooms before check out. Students will have a full day at Sea World. Lunch will be on their own. Awards ceremony and dinner scheduled for that evening. Students will depart Sea World for BHS with an estimated time of arrival at 10:00 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. Parent meeting was held on September 11, 2023. 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:
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Burbank High School Instrumental Music (Overnight) Field Trip request to participate in the World Strides Festival in San Diego, CA from Thursday, April 11, 2024 through Saturday, April 13, 2024, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Linda Junge, Assistant Superintendent, Instructional Services

PREPARED BY: Linda Junge, Assistant Superintendent, Instructional Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: April 4, 2024

SUBJECT: Approval of John Burroughs High School Key Club (Overnight) Field Trip

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Background:
The John Burroughs High School Key Club wishes to travel to Sacramento, CA for the Key Club District Convention Friday, April 12, 2024 through Sunday, April 14, 2024.

Discussion/Issues:
Three students will travel via bus to Sacramento, CA. Students will travel by bus from John Burroughs High School to Sacramento, CA with Gajan Fernando, Teacher and two chaperones.

Day 1 – Friday, April 12th students will meet and board bus at 6:30 am for transport to Sacramento, CA. Upon arrival, buses will take chaperones and students to Citizen Hotel, 926 J St., Sacramento, CA 95814, phone number for the hotel is (916) 447-2700. Students will check in for convention and attend educational sessions after having dinner on their own. First General Session is at 8:30 pm. Curfew will be 11:45 pm.

Day 2 – Saturday, April 13th breakfast will be at the convention center. Students will attend Caucus Session and Educational Sessions till lunch at 12:30 pm. Dinner and Awards Ceremony begins at 6:15 Governor's Ball is at 10:00 pm. Curfew will be at 11:45 pm.

Day 3 – Sunday, April 14th breakfast will be at 8:00 am followed by the Fourth General Session. Students will leave Sacramento at 11:00 am. Expected to arrive at John Burroughs High School around 7:00 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. Parent meeting was on Wednesday, March 27, 2024 at 5:00 pm in JBHS Room 2215. 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:

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Key Club (Overnight) Field Trip request to participate in the Key Club District Convention in Sacramento, CA from Friday, April 12, 2024 to Sunday, April 14, 2024, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Linda Junge, Assistant Superintendent, Instructional Services

PREPARED BY: Linda Junge, Assistant Superintendent, Instructional Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: April 4, 2024

SUBJECT: Approval of John Burroughs High School Construction Class (Overnight) Field Trip

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Background:
The John Burroughs High School Construction Class wishes to travel to Huntington Beach, CA for the SoCal Design Build Competition at Golden West College, 15744 Goldenwest St., Huntington Beach, CA 92647 on Tuesday, April 9, 2024 through Thursday, April 11, 2024.

Discussion/Issues:
Fourteen students will travel via bus to Huntington Beach, CA. from John Burroughs High School with Gerardo Mendez, Teacher and two chaperones.

Day 1 – Tuesday, April 9th students will meet and board bus at 1:30 pm. Buses will take chaperones and students to Comfort Inn and Suites, 16301 Beach Blvd., Huntington Beach, CA 92647 (714) 841-1812. Students will check in and unload equipment. After dinner curfew is at 10:00 pm.

Day 2 – Wednesday, April 10th breakfast will be at the hotel. Students will attend a mandatory welcome and safety meeting for all students and instructors at 7:45 am. Teams will begin the build at 8:15 am. Lunch will be provided to instructors and students. Team dinner is at 6:00 pm and curfew is at 10:00 pm.

Day 3 – Thursday, April 11th breakfast will be at 6:30 am followed by a safety meeting. Students will begin build at 8:00 am. Lunch will be provided for students and instructors. Award presentation will be at 3:30 pm. Bus will leave Huntington beach at 4:30 pm and expect to arrive at JBHS by 6:00 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. Parent meeting was on Wednesday, February 20, 2024. 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:

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Construction class (Overnight) Field Trip request to participate in the SoCal Design Build Competition in Huntington Beach, CA from Tuesday, April 11, 2024, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of Luther Burbank Middle School 6th Grade GATE Science (Overnight) Field Trip

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Background:
The Luther Burbank Middle School 6th Grade GATE Science wishes to attend the Ocean Institute Sea Floor Explorer Program. First group trip will be Wednesday, May 8, 2024 through Thursday, May 9, 2024. Second group will be Thursday, May 9, 2024 through Friday, May 10, 2024.

Discussion/Issues:
On May 8th, forty-five (45) students will travel by bus to Dana Point with Alanna Grimaldi, Teacher, and two (2) chaperones. On May 9th, forty-five (45) students will travel by bus with Jessica Schackne, Teacher and three (3) chaperones.

Itinerary
Day 1 – Students will meet at Luther Burbank Middle School at 9:30 am and depart for the Ocean Institute, 24200 Dana Point Harbor Dr., Dana Point, CA 92629, (949) 496-2274. Students will have hands on activities to enhance understanding and learn about new vocations. Dinner will be at 6:00 pm. ROV building challenge will be at 7:45 pm followed by a fire pit and lights out at 10:00 pm.

Day 2 – Students will wake up at 6:00 am and have breakfast and clean up time. At 7:00 am students will depart on a research cruise. Students will depart at 10:00 am for return trip to Luther Burbank Middle School.

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. A parent meeting is scheduled for February 6, 2024. All students and parents/guardians are expected to attend.

Fiscal Impact:
There is no cost to students for transportation, food and lodging. No student will be denied participation in this field trip due to lack of personal funds.

Recommendation:
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Luther Burbank Middle School 6th Grade GATE Science (Overnight) Field Trip request to participate in the Ocean Institute Sea Floor Explorer Program from Wednesday, May 8, 2024 through Friday, May 10, 2024, as presented.

Burbank Unified School District
Department of Student Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Dr. Peter Knapik, Assistant Superintendent, Educational Services
~~Stacy Cashman, Director, Student Services~~

PREPARED BY: Dr. Peter Knapik, Assistant Superintendent, Educational Services
~~Stacy Cashman, Director, Student Services~~

SUBMITTED BY: Lauren Dieter, Administrative Secretary

DATE: April 4, 2024

SUBJECT: Amendment of Agreement for Consultant Services

Background:
The District contracts with agencies to provide other health services on an "as needed" basis when the District does not have qualified staff available for students. Student Services requests the following master blanket purchase order be approved by the Board of Education to cover the Consultant listed below.

Discussion/lssues:
The implementation of this agreement will not affect the District's internal accounting controls. Each invoice received requires the same documentation in order to issue payment to the consultant. The required documentation includes a signed Consultant Service Agreement approving the services for a student, an audited and approved Authorization for Payment form and invoice**.**

Fiscal Impact:
Not to exceed ~~$20,000~~ $50,000 funded through Student Services special uses account string

Recommendation:
Dr. Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended agreement for consultant services between the Burbank Unified School District and Maxim Healthcare Staffing, Inc., to provide other health services on an "as needed" basis when other qualified staff are not available effective August 14, 2023 through June 30, 2024, not to exceed ~~$20,000~~ $50,000 (01.0-00000.0-11100-10000-5810-7452000), and that the authority to sign the agreement be exercised pursuant to BUSD/AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AMENDED - AGREEMENT FOR CONSULTANT SERVICES

Amended on April 4, 2024

This Agreement, made and entered into this ~~14th day of August, 2023~~ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Maxim Health Care Services, Inc., DBA: Maxim Staffing Solutions, hereinafter referred to as "Consultant."

Maxim Staffing Services	52-1590951	818-539-8359
Payee's Name (Person or Company)	Social Security or Federal I.D. #	Daytime Phone Number

Mailing Address: 500 N Central Avenue, Suite #250 Glendale CA 91203
City State Zip

Sponsoring Administrator: Peter Knapik Asst. Superintendent Educational Services
Print Name Title Signature Location

Board Approval Date: August 14, 2023 Account Code: 010-00000.0-11100-10000-5810-7452000

The assignment **will** ☐ **will not** ☒ require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

The Consultant agrees to perform the following services for the District, at a rate of $ per rate sheet per hour ☒ / per day ☐ / per session ☐ for a total not to exceed ~~$20,000.00~~ $50,000 Amended on April 4, 2024

1. The term of the Agreement shall be the period commencing on ~~August 14, 2023~~ and terminating on June 30, 2024.
2. Consultant will provide the following services:

   Maxim Staffing Services will provide other health services on an "as needed" basis when the District does not have qualified staff available for students on 504 plans.

4. The Consultant shall provide an invoice to the Assistant Superintendent, Business Services of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated.
5. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
6. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
7. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
8. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
9. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		Austin Koehn	3/12/2024
Fiscal Services Administrator	Date	Consultant	Date

Instructions: Consultant is to sign and return two copies to the sponsoring administrative site. After Board approval, return completed and signed forms to the Assistant Superintendent, Business Services for processing.
Revised 08/10

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services to provide a psychoeducational and speech and language IEE for special education student 960037928, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

The District is currently obligated to provide services for students who are Burbank residents whose IEPs require such services. If the District does not have qualified staff to perform specific services, it is obligated to contract outside the District for such services.

Fiscal Impact:

Not to exceed $10,500.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Karen Lynn Epport, Ph.D., to provide a psychoeducational and speech and language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960037928, effective March 18, 2024 through October 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 14th day of March 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Karen Lynn Epport hereinafter referred to as "Consultant."

Payee's Name: Karen Lynn Epport Daytime Phone Number: 310-503-7880

Mailing Address: 7933 Flight Place, Los Angeles, CA 90045 Email Address: karenepportphd@gmail.com

Sponsoring Administrator: John Paramo (Print Name) Acting Superintendent (Title) (Signature) Special Education (Location)

Board Approval: 04/04/2024 Account Code: 01.0-65000.0-57602-11900-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate not to exceed $10,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/18/2024 and terminating on: 10/30/2024.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Karen Lynn Epport will provide an Independent Psychoeducational Evaluation and a Speech and Language Evaluation for special education student 960037928.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

12. Communicate within twenty-four hours to Karen Lynn Epport 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 Karen Lynn Epport 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

Karen Lynn Epport 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 Karen Lynn Epport 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 Karen Lynn Epport, its agents, subcontractors, employees or other representatives referred to in this Agreement, Karen Lynn Epport 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 Karen Lynn Epport 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 Karen Lynn Epport demand.

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

Consultant:

Karen Lynn Epport
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement for professional services for Special Education Student 960022400, 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:

Not to exceed $3,577.50.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between the Burbank Unified School District and Professional Tutors of America for Special Education Student 960022400, not to exceed $3,577.50 (01.0-65000.0-57602-11900-5850-7440000), effective March 13, 2024 through March 13, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 14th day of March 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Professional Tutors of America hereinafter referred to as "Consultant."

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

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

Sponsoring Administrator: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/04/2024 Account Code: 01.0-65000.0-57602-11901-5850-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, $135 per hour, for a total not to exceed $3,577.50 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 03/13/2024 and terminating on: 03/13/2025.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Professional Tutors of America will provide up to 26.5 hours of compensatory speech and language services for student 960022400.
5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Professional Tutors of America
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to ratify an agreement to hire a credentialed special education teacher through an agency because the District is unable to secure a full time, temporary or substitute teacher for an elementary classroom.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $31,605.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify an agreement between Burbank Unified School District and Aya Healthcare, Inc. to provide a credentialed special education teacher, not to exceed $31,605 (01.0-65000.0-57601-11804-5810-7440000), effective March 26, 2024 through May 23, 20224 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 14th day of March 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Aya Healthcare, Inc. hereinafter referred to as "Consultant."

Payee's Name: Aya Healthcare, Inc. Daytime Phone Number: 858-630-9960 X 16534

Mailing Address: 5930 Cornerstone Ct. W. Suite 300 San Diego, CA 92121

Email Address: Jaime.Ulloa@ayahealthcare.com and Grant.Vellucci@ayahealthcare.com

Sponsoring Administrator: John Paramo Superintendent Special Education
Print Name Title Signature Location

Board Approval: 04/07/2024 Account Code: 01.0-65000.0-57601-11804-5810-7440000

The District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants.

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $105 per hour, up to 7 hours per day (total of 43 days) for a total not to exceed **$31,605**

2. The term of the Agreement shall be the period commencing 03/26/2024 and terminating 05/23/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Aya Healthcare, Inc. will provide a credentialed special education teacher, Cassandra Parkman, as an itinerant teacher.

5. The Consultant shall provide a clear and concise invoice noting the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.

6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.

7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.

8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should the Consultant breach this agreement or fail to perform the required services in a satisfactory manner.

9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.

10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

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

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

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Aya Healthcare, Inc.
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Jennifer Nicholson, Director of Special Education and Psychological Services
PREPARED BY:	Jennifer Nicholson, Director of Special Education and Psychological Services
SUBMITTED BY:	Sandra Shearer, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Amendment of Agreement for Professional Services (Special Education)

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:

Adams Silva & McNally LLP will provide legal services in regards to various special education matters.

Fiscal Impact:

Not to exceed $300,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services recommends that the Board of Education amend an agreement between Burbank Unified School District and Adams Silva & McNally LLP, to perform specific services, not to exceed $300,000 (01.0-65000.0-50010-21000-5820-7440000), effective July 1, 2023 through June 30, 2024 and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original approval date was June 1, 2023 for a total not to exceed $200,000. This amendment increases by $100,000. The new not to exceed amount is $300,000.



ADAMS SILVA & McNALLY LLP

LEGAL SERVICES AGREEMENT

THIS LEGAL SERVICES AGREEMENT is effective July 1, 2023, for the 2023-2024 school year, by and between the Burbank Unified School District ("Client") and the law firm of Adams Silva & McNally LLP ("Law Firm," together with Client, "Parties"). In consideration of the promises and the mutual agreements hereinafter contained, Client and Law Firm agree as follows:

1. Law Firm Services. Client hires Law Firm as its legal counsel with respect to matters the Client specifically refers to Law Firm. Law Firm shall provide legal services as reasonably required to represent Client in such matters, take reasonable steps to keep Client informed of significant developments, and respond to Client's inquiries regarding those matters. In addition to regular telephone, mail and other common business communication methods, Client authorizes Law Firm to use facsimile transmissions, cellular telephone calls and email, and other computer transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information. Client understands that Law Firm cannot guarantee any particular result, including the costs and expenses of representation.

2. Billing Practices. Law Firm agrees to bill Client in units of one tenth (.1) of an hour at the billing rates established in the attached rate schedule. Client agrees to pay actual transportation and other costs of required out-of-town travel by Law Firm personnel. Other third-party services, such as investigators, process servers, court reporter fees, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm and shall not be subject to a fee multiplier, such as a processing or administrative fee. Law Firm does not maintain a financial interest in any other third-party service provider and obtains no financial benefit from Client's use of any such service provider. Agreements for legal fees on special projects other-than-an-hourly basis may be made by mutual agreement of the Parties.

3. Payment. Law Firm shall send Client a statement for fees and costs incurred every calendar month. Statements shall set forth the amount, rate and description of services provided. Client shall pay Law Firm's statements within thirty (30) days after receipt. Client agrees and is encouraged to communicate any billing concerns to Law Firm. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due.

4. Termination and Withdrawal. Client may discharge Law Firm at any time by written notice. Unless otherwise agreed, and except as required by law, Law Firm will provide no further services hereunder after receipt of such notice. Law Firm may withdraw its services hereunder with Client's consent, upon good cause, or as allowed or required by law, upon ten (10) days written notice. Good cause includes any breach of this Agreement and/or any circumstance that would render Law Firm's continued representation of Client unlawful or in violation of any ethical rules.

Upon discharge or withdrawal, Law Firm shall transition all outstanding legal work and services to others as Client shall direct.

5. Arbitration. The Parties agree all disputes that arise between Client and Law Firm shall be resolved through binding arbitration. In the case of a fee dispute, arbitration shall occur in accordance with the California State Bar rules for arbitration of disputes regarding attorneys' fees. The Parties waive their respective rights to a jury trial and an appeal. The terms of this provision shall survive the termination of this Agreement.

6. Severability. In the event any provision or portion of a provision in this Agreement is deemed unenforceable, the remainder of this Agreement and, if applicable, that provision, shall remain enforceable.

7. Client Responsibilities. Client agrees to cooperate with Law Firm, provide accurate information and documentation to Law Firm, and fully inform Law Firm of any developments that could affect Law Firm's representation of Client. Client agrees to attend all required appearances, such as hearings, and make its employees available to Law Firm as necessary for Law Firm to perform its services described under this Agreement.

8. Miscellaneous Provisions. In accordance with the requirements of the California Rules of Professional Conduct, Law Firm hereby provides notice to Client that it maintains errors and omissions insurance coverage applicable to the services to be rendered to Client by Law Firm pursuant to this Agreement. Upon the closure of an active matter, Client may request, and Law Firm agrees to provide following receipt of such request, the file related to that matter.

IN WITNESS WHEREOF, the parties have signed this Legal Services Agreement.

Burbank Unified School District

Andrew Cantwell
Asst. Superintendent, Administrative Services
Burbank Unified School District

Date: 6-1-2023

Adams Silva & McNally LLP

Kerrie McNally
Partner
Adams Silva & McNally LLP

Date: 05/08/2023



ADAMS SILVA & McNALLY LLP

PROFESSIONAL RATE SCHEDULE
(Effective July 1, 2023, for the 2023-2024 School Year)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Law Firm by the following standard hourly rate:

Partner / Senior Counsel / Of Counsel	$300-$340 per hour
Associate	$265-$300 per hour
Law Clerk	$185 per hour
Paralegal	$175 per hour

Time is billed in increments in units of one tenth (.1) of an hour, rounded up to the nearest increment. Law Firm shall charge its hourly rate for round-trip travel time from our office to the destination required by the Client. Computerized legal research is billed at cost. Additionally, actual travel expenses as described below will be billed.

2. COSTS AND EXPENSES

In-Office copying	$0.20 per page
Incoming/Outgoing Facsimile	$0.20 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other services, such as investigators, process servers, court reporter fees, transcription costs, and witness fees (including expert witness' fees) shall be charged to Client at the actual costs paid to the service provider by Law Firm.

Other costs, such as messenger, airfare, and lodging, shall be charged on an actual and necessary basis with prior approval from Client.

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Ratification of University Agreement– California State University, Dominguez Hills

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Background
The purpose of the University Agreement with California State University, Dominguez Hills is to provide student teachers with field experience through practice in schools and classes. Student teachers will assume nursing responsibilities in their classroom or offices.

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

Discussion/Issues
This program builds a relationship with California State University, Dominguez Hills which expands the pool of qualified nurses. The District will provide support 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
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education ratify the University Agreement between the Burbank Unified School District and California State University, Dominguez Hills to provide educational field experience, effective March 7, 2024 through until terminated five (5) years on March 7, 2028, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Contract # _____

CSUDH

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

CLINICAL AFFILIATION AGREEMENT - NURSING

This Agreement ("Agreement"), is made and entered into on the 7th day of March, 20 24, pursuant to Education Code 89036, by and between the Trustees of the California State University, an agency of the State of California, on behalf of the California State University, Dominguez Hills (hereinafter referred to as the "UNIVERSITY"), and Burbank Unified School District (hereinafter referred to as the "FACILITY"). The UNIVERSITY and the FACILITY are each individually referred to herein as a "Party " and are jointly referred to as "Parties."

WITNESSETH

WHEREAS, the UNIVERSITY is an institution of higher learning authorized pursuant to California law to offer nursing and other health care education Program(s) and to maintain classes, Student clinical placements and other such Program(s) for the achievement of skill development and required mastery of educational content by its Students, the UNIVERSITY'S undergraduate, graduate and doctoral nursing Programs (hereinafter referred to as "Program") requires its Students to have clinical experience and the use of clinical facilities; and

WHEREAS, the FACILITY is willing to permit the use of its clinical facilities and services for the education of said Students, under the circumstances herein defined; and

WHEREAS, it is to the mutual benefit of the Parties hereto that Students of the UNIVERSITY's Program use the clinical facilities of the FACILITY for their clinical nursing experience,

NOW, THEREFORE in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived there from, the Parties hereto agree as follows:

1. FACILITY RESPONSIBILITIES

a. Provide clinical facilities for learning experiences for Students designated by the UNIVERSITY. The clinical experience for each Student shall cover such period as will be specified by the UNIVERSITY.
b. Provide orientation and necessary compliance training to instructors and Students relating to FACILITY rules, regulations and regulatory and safety practices.
c. Maintain clinical facilities in conformance with the standards of the California Board of Registered Nursing (BRN) and permit inspection of its clinical facilities upon request by the BRN, the American Association of Colleges of Nursing and/or other nursing accrediting bodies and by authorized representatives of the UNIVERSITY.
d. Permit access to FACILITY by the Program(s) administrators, instructors and those Students designated by UNIVERSITY as eligible for participation in the Program(s), provided such access does not unreasonably interfere with the regular activities at FACILITY. FACILITY agrees to provide qualified Students with access to clinical and/or administrative areas and administrative and/or patient care opportunities as appropriate to the education of such Students and as appropriate to the provision of quality care and privacy of FACILITY patients.
e. Permit designated Students and staff of UNIVERSITY to use all services of the FACILITY herein contracted for.

f. Nominate staff members to serve as clinical preceptors. The final selection of the preceptors shall be made by mutual consent between the FACILITY and the Faculty Coordinator. The preceptors shall serve on a volunteer basis in accordance with course requirements Copies of course requirements will be made available to potential/actual preceptors assigned by the FACILITY by the Student(s) designated faculty member.

g. FACILITY shall be available to provide necessary emergency health care or first aid within its capacity to Students and instructors participating in the Program(s). Any emergency health care or first aid provided by FACILITY shall be billed to the Student or instructor at FACILITY's normal billing rate for private-pay patients. Except as herein provided, FACILITY shall have no obligation to furnish medical or surgical care to any Student or instructor.

h. Upon request, provide insurance for insurance coverage in accordance with Section 6.

i. While providing clinical and/or administrative experiences for Students in collaboration with designated Faculty, the FACILITY will retain authority and responsibility for the care provided to the FACILITY's patients.

j. FACILITY shall have the absolute right to determine who will administer care to its patients. In the event that any Student or instructor, in the sole discretion of FACILITY, fails to perform satisfactorily, fails to follow FACILITY policies, procedures and regulations, or fails to meet FACILITY standards for health, safety, security, cooperation or ethical behavior, FACILITY shall have the right to request that UNIVERSITY withdraw the Student or instructor from the FACILITY. UNIVERSITY shall comply with FACILITY's request within five (5) days of receipt of notice from FACILITY unless the concern can be mutually resolved otherwise. Notwithstanding the foregoing, in the event of any emergency or if any Student or instructor represents a threat to patient safety or personnel, FACILITY may immediately exclude any Student or instructor from FACILITY until final resolution of the matter with UNIVERSITY.

2. UNIVERSITY RESPONSIBLITIES

a. UNIVERSITY shall develop and maintain the Program curriculum and shall be responsible for offering nursing education Programs that meet the standards of the California Board of Registered Nursing and appropriate national accreditation bodies.

b. Assign qualified instructors to plan, oversee and evaluate the Students' academic progress in the Program and the clinical and/or administrative practice activities at the FACILITY.

c. Designate Student(s) who are enrolled and in good standing in the Program of the UNIVERSITY to be assigned for clinical and/or administrative nursing experience at the FACILITY.

d. Provide orientation to all Students and ensure that all Students receive instruction and have necessary basic skills prior to the experience at FACILITY.

e. Be responsible for all instruction and evaluation of Student performance required to meet the course objectives.

f. Be responsible for keeping all attendance and academic records of the Students.

g. Provide guidance to Students in their clinical and/or administrative activities through an individualized Learning Contract which specifies learning activities to take place within the framework of the FACILITY.

h. Agree that the Students and instructors shall be subject to the requirements and restrictions specified jointly by representatives of the UNIVERSITY and FACILITY, and subject to the FACILITY's rules and regulations governing conduct.

i. Ensure that each Student and instructor complies with FACILITY's requirements for immunizations, annual health examinations background checks and drug screening.

j. Ensure to the best of its ability that all Students and instructors are free from any mental or physical impairment that would prevent the Student and/or instructor from meeting his/her educational obligations at FACILITY.

k. Upon request, provide insurance coverage in accordance with Section 6.

3. MUTUAL RESPONSIBIITIES

a. Neither UNIVERSITY nor FACILITY will incur any financial obligation to the other as a result of this Agreement. UNIVERSITY and FACILITY acknowledge that the ultimate responsibility for all patient care remains with FACILITY and Students will not provide services apart from its educational value.

b. Determination of the number of Students to be assigned to the Program shall be a joint decision based on staff and space available at FACILITY and eligible Students enrolled in the Program who desire to be educated at FACILITY.

c. There will be on-going, open communication between UNIVERSITY and FACILITY to promote understanding of the expectations and roles of both Parties in providing the Program for Students.

4. TERM AND TERMINATION

This Agreement will become effective when executed by both parties and shall remain in effect for a period of five (5) years unless sooner terminated as provided in this Agreement. Either Party may terminate this Agreement without cause by giving thirty (30) days written notice to the other Party. UNIVERSITY Students scheduled to participate in the Program at the time of any such termination shall be allowed to complete their assigned rotation.

5. INDEMNIFICATION

UNIVERSITY shall defend, indemnify and hold FACILITY, its officers, employees and agents harmless from and against any and all liability, loss expense (including reasonable attorney's fees and court costs), 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, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of UNIVERSITY, its officers, agents, or employees.

FACILITY shall defend, indemnify and hold UNIVERSITY, its officers, employees and agents harmless from and against any and all liability, loss expense (including reasonable attorney's fees and court costs), 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, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of FACILITY, its officers, agents, or employees.

6. INSURANCE

i. Each Party agrees to maintain general liability coverage (or a Program of self-insurance), comprehensive or commercial form, with minimum limits of at least $1,000,000 per occurrence, $3,000,000 general aggregate, and workers compensation as required by law. Such coverage must be obtained from a carrier rated at least A: VII or better by AM Best.

ii. UNIVERSITY on behalf of Students shall maintain general and professional liability, as well as educator's errors and omissions coverage, through the Student Professional Liability Insurance (SPLIP) Program, in the amount of $2,000,000 each occurrence and $4,000,000 general aggregate.

iii. While in the performance of this Agreement, Students serve as volunteers at the FACILITY without compensation and are not to be considered officers, agents or employees of the FACILITY for Worker's Compensation purposes.

7. CONFIDENTIALITY

All Parties shall protect the confidentiality of each other's records and information and shall not disclose confidential information without the prior written consent of the other Party. Each Party shall protect the confidential information of the other Party from unauthorized use or disclosure to the same extent it protects its own confidential information of a similar nature against unauthorized use or disclosure. Notwithstanding the foregoing, each Party may use the other Party's confidential information solely for the purposes for which it has been disclosed. Notwithstanding the foregoing, a disclosure by one Party of the other Party's confidential

information as required by law in response to a court order or to comply with applicable state and/or federal laws and regulations shall not be considered to be a breach of this Agreement by the disclosing Party. In the event either Party is compelled by law or judicial order to disclose confidential information of the other Party, that Party shall promptly notify the other Party and permit the other Party an opportunity to evaluate whether it is appropriate to preclude or limit the disclosure required. Each Party understands and agrees that the other Party is legally mandated to provide records in response to a request for records under the California Public Records Act (Cal. Gov't Code section 6250 el seq.) to any and all Parties that request such records, unless such information falls under an exemption under California law.

8. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the UNIVERSITY hereby designates the FACILITY as a school official with a legitimate educational interest in the educational records of the Students who participate in the Program to the extent that access to the records are required by the FACILITY to carry out the Program. The FACILITY agrees to maintain the confidentiality of the education records in accordance with the provisions of FERPA.

9. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Both Parties acknowledge that FACILITY is a covered entity for purposes of the Health Insurance Portability and Accountability Act (HIPAA) and subject to 45 CFR Parts 160 and 164 (the HIPAA Privacy Regulation). To the extent that the UNIVERSITY'S Students are participating in the Program and the UNIVERSITY'S faculty are providing supervision at FACILITY as part of the Program, such Students and faculty members shall:

a. Be considered part of FACIITY'S workforce for HIPAA compliance purposes in accordance with 45 CFR §160.103, but shall not be construed to be employees of FACILITY;
b. Receive training from FACILITY on, and be subject to compliance with, all FACILITY privacy policies adopted pursuant to the HIPAA Privacy Regulations; and
c. Not disclose any Protected Health Information (PHI) and personally identifiable information from education records ("PII"), as that term is defined by 45 CFR §160.103, to the UNIVERSITY which a Student accessed through Program participation or a faculty member accessed through the provision of supervision at FACILITY that has not first been de-identified as provided in 45 CFR §164.514(a).

The UNIVERSITY may not access or request to access any PHI held or collected by or on behalf of FACILITY, from a Student or faculty member who is acting as a part of FACILITY's workforce as set forth above, or any other source, that has not first been de-identified as provided in 45 CFR §164.514(a). The parties acknowledge that the UNIVERSITY is providing no services to FACILITY under this Agreement and therefore this Agreement does not create a "business associate" relationship as that term is defined in 45 CFR §160.103.

10. BACKGROUND CHECKS

The UNIVERSITY shall notify Students that the FACILITY may require a criminal history background check as a condition for participation in the Program. The Student will be required to personally obtain the criminal background check. The Parties agree that a criminal background check will be completed through an agency designated by and officially contracted by the UNIVERSITY. The FACILITY acknowledges that the UNIVERSITY is not responsible for the accuracy of the information provided through this check and that the provision of this information does not relieve the FACILITY of any of its legal obligations related to these background checks. The FACILITY understands and agrees that any information forwarded to it by the UNIVERSITY or vendor shall be held in strict confidentiality, with access only by those with a need to know. If the FACILITY obtains information directly from the vendor, the FACILITY agrees that it will only access information on the Student working at the FACILITY, and will not access data on any other Students in the event such data is visible.

11. GENERAL PROVISIONS

a. Dispute Resolution

Any dispute arising under the terms of this Agreement which is not resolved within a reasonable period of time by authorized representatives of FACILITY and UNIVERSITY shall be brought to the attention of the Chief Executive Officer (or designated representative) of the FACILITY and the Chief Business Officer (or designee) of UNIVERSITY for joint resolution. At the request of either Party, UNIVERSITY shall provide a forum for discussion of the disputed incidents, at which time the Vice Chancellor, Business and Finance (or designated representative) of UNIVERSITY shall be available to assist in the resolution by providing advice to both Parties regarding UNIVERSITY contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either Party may seek resolution employing whatever remedies exist in law or equity beyond this Agreement.

b. Non-Discrimination

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, UNIVERSITY and FACILITY will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation or gender identity in their administration of policies, Programs, or activities; admission policies; other Programs or employment.

c. Independent Contractors

FACILITY is, for all purposes, an independent contractor and shall not be deemed an employee of the UNIVERSITY. FACILITY and its employees, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of UNIVERSITY or the State of California. While FACILITY may be required by this Agreement to carry Worker's Compensation Insurance, in no event shall FACILITY and its employees be entitled to unemployment or workers' compensation benefits from UNIVERSITY.

d. Status of Students

The Parties expressly understand and agree that the Students enrolled in the Program are in attendance for educational purposes, and such Students are not considered employees, officers, agents or volunteers of either FACILITY or UNIVERSITY for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. Students are, however, considered members of FACILITY's "workforce" for purposes of HIPAA and FERPA compliance.

e. Assignment

Neither Party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other Party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

f. Entire Agreement

This Agreement is the entire agreement between the Parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

g. Captions

Captions and headings in this Agreement are solely for the convenience of the Parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.

h. Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

i. Governing Law

The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

j. Notices

All notices or other communication provided for in this Agreement shall be given to the Parties addressed as follows:

TO UNIVERSITY:

California State University, Dominguez Hills 1000
E. Victoria Street
Carson, CA 90747
Attn: Procurement and Contracts

TO FACILITY:

Burbank Unified School District
1900 W. Olive Avenue
Burbank, CA 91506
ATTN: Lauren Trammell

k. Endorsement

Nothing contained in this Agreement shall be construed as conferring on any Party hereto any right to use the other Party's name as an endorsement of product/service or to advertise, promote or otherwise market nay product or service without the prior written consent of the other Parties. Furthermore, nothing in the Agreement shall be construed as endorsement of any commercial product or service by UNIVERSITY its officers or employees.

l. Authority

Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing Agreements or obligations.

m. Amendment

This Agreement can be modified by mutual agreement at any time via written amendment signed by authorized representatives of each Party.

n. Severability

In the event any portion of this Agreement is declared invalid or void by a court of competent jurisdiction, such portion shall be severed from this Agreement, and the remaining provisions shall remain in effect, unless the effect of such severance would be to alter substantially the Agreement or the obligations of the Parties, in which case this Agreement may be immediately terminated.

o. Ambiguities

Ambiguities, if any, in this Agreement shall be reasonably construed in accordance with all relevant circumstances including, without limitation, prevailing practices in the industry of the parties in the place where the contract is to be performed. Ambiguities, if any, shall not be construed against either party, irrespective of which party may be deemed to have authored this Agreement generally or the ambiguous provision specifically.

p. Survival

Section 5 (Indemnification), Section 6 (Insurance), Section 7 (Confidentiality), Section 8 (FERPA), Section 9 (HIPPA), Section 10(i) (Governing Law), Section 10(j) (Notices), Section 10(o) (Ambiguities), and this Section 10(p) shall survive the termination of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties as of the date last written below.

UNIVERSITY

BY _____

Name _____

Title _____

Dated _____

FACILITY

BY _____

Name Sarah Rudchenko Ed.D

Title Assistant Superintendent, Human Resources

Dated _____

Rev. 4/23

BURBANK UNIFIED SCHOOL DISTRICT
Human Resources Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sarah Rudchenko, Assistant Superintendent, Human Resources Services
PREPARED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
SUBMITTED BY:	Lauren Trammell, Executive Assistant, Human Resources Services
DATE:	April 4, 2024
SUBJECT:	Approval of University Agreement– Biola University

Background
The purpose of the University Agreement with Biola University is to provide student teachers with field experience through practice in schools and classes. Student teachers will assume teaching responsibilities in their classroom or offices.

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

Discussion/Issues
This program builds a relationship with Biola University which expands the pool of qualified teachers. The District will provide support 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
Sarah Rudchenko, Assistant Superintendent, Human Resources Services, recommends that the Board of Education to approve the University Agreement between the Burbank Unified School District and Biola University to provide educational field experience, effective April 4, 2024 through until terminated upon mutual consent from both parties, and that authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BIOLA UNIVERSITY, SCHOOL OF EDUCATION
AFFILIATION AGREEMENT

This Affiliation Agreement ("Agreement") is made and entered into this April 4, 2024] by and between BIOLA UNIVERSITY, INC. (hereinafter called "BIOLA") and ***BURBANK UNIFIED SCHOOL DISTRICT*** (hereinafter called "DISTRICT/ORGANIZATION").

RECITALS

1. BIOLA has been accredited by the California Commission on Teacher Credentialing to offer: (a) coursework and Student Teaching that can be applied towards multiple subject, single subject, and education specialist instruction (Mild/Moderate) teaching credential requirements; (b) coursework and practicum that that meets clinical requirements for the Levels I-V of the Early Childhood permits; (c) an ASHA-approved Master of Science degree in Speech Language Pathology with an embedded CTC-approved Speech Language Pathology credential; (d) a program leading to the Education Specialist Instruction Intern credential in the area of Mild/Moderate; and (e) a program leading to the Multiple Subject and Single Subject Intern credential.

2. DISTRICT/ORGANIZATION is willing to provide educational experience and training to students of BIOLA for the programs selected below in accordance with the terms and conditions of this Agreement (as described in the General Terms and Conditions section below) and the applicable exhibit(s) for the selected program(s). BIOLA desires to use DISTRICT/ORGANIZATION as an opportunity for its students to obtain such experience and training as required by their curriculum.

   X Student Teaching, including Multiple Subject, Single Subject, and Special Education. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit A (Terms and Conditions of Student Teaching Experience), which is incorporated herein by reference.

   X Early Childhood Practicum. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit B (Terms and Conditions of Early Childhood Practicum Experience), which is incorporated herein by reference.

   X Speech-Language Pathology and Speech-Language Pathology Assistant. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit C (Terms and Conditions of Speech-Language Pathology Experience), which is incorporated herein by reference.

   X Education Specialist Intern. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit D (Terms and Conditions of Education Specialist Intern Experience), which is incorporated herein by reference.

   X Multiple and Single Subject Intern. If selected, BIOLA and DISTRICT/ORGANIZATION agree to the additional terms and conditions in the attached Exhibit E (Terms and Conditions of Multiple and Single Subject Intern Experience), which is incorporated herein by reference.

GENERAL TERMS AND CONDITIONS

1. Term. This Agreement shall commence on April 4, 2024 and shall continue in effect unless extended in writing by mutual consent of the parties. However, participating students shall be permitted to complete all experiences and training that began prior to the termination date, and with respect to such experiences and training, all terms and conditions of this Agreement and the applicable exhibit(s) shall apply until the last such experience and training is completed.

2. Refusal of Assignment. DISTRICT/ORGANIZATION may, at its sole discretion, refuse to accept any student of BIOLA assigned to DISTRICT/ORGANIZATION, and upon request of DISTRICT/ORGANIZATION, BIOLA shall terminate the assignment of any student of BIOLA to DISTRICT/ORGANIZATION.

3. Status of Participants. It is expressly agreed and understood by the parties that the students of BIOLA participating in experiences and training under this Agreement are in attendance for educational purposes only and that such students and any employees or agents of DISTRICT/ORGANIZATION are not considered employees of BIOLA and shall not receive compensation for services, unemployment or employee benefit programs. In addition, such students and any employees or agents of BIOLA shall not be considered employees of DISTRICT/ORGANIZATION for purposes of payment of compensation for services, workers' compensation insurance, unemployment insurance, state disability insurance, employee benefit programs, or any other purpose, except that students participating in the Education Specialist Intern Program or Multiple and Single Subject Intern Program shall be employees of DISTRICT/ORGANIZATION throughout the duration of their Education Specialist Intern Program or Multiple and Single Subject Intern Program.

4. Responsibilities of BIOLA.

   4.1 BIOLA shall designate students for assignment at DISTRICT/ORGANIZATION.

   4.2 BIOLA shall be responsible for maintaining academic records of participating students.

   4.3 BIOLA shall assign member(s) of its faculty to participating students to assist in the education and training of such students.

   4.4 BIOLA shall ensure that participating students have provided evidence of tuberculosis screening administered in the first semester of their teacher preparation program.

5. Responsibilities of DISTRICT/ORGANIZATION.

   5.1 DISTRICT/ORGANIZATION shall maintain complete records and reports on participating students' performance and provide an evaluation to BIOLA on forms provided by BIOLA.

   5.2 DISTRICT/ORGANIZATION agrees to promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at

DISTRICT/ORGANIZATION's schools or classrooms or involving employees or agents of DISTRICT/ORGANIZATION, to take prompt and effective remedial action when unlawful discrimination or harassment is found to have occurred, and to promptly notify BIOLA of the existence and outcome of any complaint of unlawful discrimination or harassment by, against, or involving any participating student.

5.3 DISTRICT/ORGANIZATION shall permit video capture of participating BIOLA students delivering lessons to DISTRICT/ORGANIZATION students ("Video") for the sole purpose of submitting CalTPA assessments as required by the California Commission on Teacher Credentialing. Unless DISTRICT/ORGANIZATION notifies BIOLA that DISTRICT/ORGANIZATION already has obtained permissions from parents or legal guardians of DISTRICT/ORGANIZATION participating students to record such Videos, BIOLA shall ensure that participating BIOLA students will obtain signed video consent forms from all parents or legal guardians of DISTRICT/ORGANIZATION participating students prior to recording such Videos. In addition, BIOLA shall require participating BIOLA students to treat Videos as confidential and to not disclose such Videos to any third party without the express written consent of DISTRICT/ORGANIZATION, except as provided herein.

6. Insurance. Each party, at their own expense, shall carry the following insurance coverage in connection with and during the term of this Agreement and will furnish copies of insurance certificates upon request:

6.1 Commercial General Liability Insurance in the amount of $1,000,000 per occurrence and $3,000,000 aggregate, including an additional insured endorsement naming the other party as an additional insured.

6.2 Professional Liability Insurance in the amount of $1,000,000 per occurrence and $3,000,000 aggregate.

6.3 Workers' Compensation Insurance as required by law. BIOLA shall provide Workers' Compensation coverage for its participating students.

6.4 Business Auto Liability Insurance in the amount of $1,000,000.

7. Fingerprint Clearance. In accordance with California Penal Code section 11105.3, BIOLA will ensure that participating students will not be placed at DISTRICT/ORGANIZATION with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is completed and participating students are granted Certificate of Clearance by the State of California. Subsequent arrest records received by DISTRICT/ORGANIZATION will be cause for DISTRICT/ORGANIZATION review of continued participant suitability. DISTRICT/ORGANIZATION will be the sole determiner if it is deemed that a participating student will be removed from the assignment.

8. Indemnification.

8.1 DISTRICT/ORGANIZATION agrees to indemnify, defend and hold BIOLA, its trustees, officers, employees, agents and representatives, free and harmless from all

claims, demands, losses, costs, expenses, liabilities and damages, including attorneys' fees and costs, arising from any negligent act or omission or intentional conduct of DISTRICT/ORGANIZATION, its trustees, officers, employees, agents and representatives, regarding the subject matter of this Agreement.

8.2 BIOLA agrees to indemnify, defend and hold DISTRICT/ORGANIZATION, its trustees, officers, employees, agents and representatives, free and harmless from all claims, demands, losses, costs, expenses, liabilities and damages, including attorneys' fees and costs, arising from any negligent act or omission or intentional conduct of BIOLA, its trustees, officers, employees, agents and representatives, regarding the subject matter of this Agreement.

9. Attorneys' Fees. If any legal action is necessary to enforce the terms of this Agreement or to settle a dispute concerning this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and court costs in addition to any other relief to which that party may be entitled.

10. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of California. The language of this Agreement shall be construed as a whole according to its fair meaning, and not strictly for or against any of the parties hereto.

11. Waiver/Severability. The parties agree that no waiver by either party of any particular provision or right under this Agreement shall be deemed to be a waiver of any other provision or right herein. The parties further agree that each provision or term of this Agreement is intended to be severable from the others so that if any particular provision or term hereof is or determined to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the legality or validity of the remaining provisions and terms hereof.

12. Integration. This Agreement and the attached applicable exhibit(s) contain the entire agreement among the parties hereto with respect to the subject matter hereof, and supersedes any prior agreement between the parties. No provision may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by both parties. No agreements or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made or relied upon by either party which are not expressly set forth in this Agreement and the applicable exhibit(s).

13. Execution. This Agreement may be executed in counterparts, and a facsimile or duly authorized electronic signature shall have the same force and effect as an original signature penned in ink.

14. Classroom Fieldwork. BIOLA will ensure that participating students have completed the necessary educational prerequisites to be eligible for supervised fieldwork. Specifics of each assignment will be communicated through the BIOLA course professor or student. Students participating in Classroom Fieldwork function as both observer and participant under the supervision of the classroom teacher.

[SIGNATURES ON NEXT PAGE]

BIOLA UNIVERSITY, INC.:

Signature _____ Date _____

Printed Name _____

Title _____

BURBANK UNIFIED SCHOOL DISTRICT:

Signature _____ Date _____

Sarah Rudchenko Ed,D.

Asst. Superintendent, Human Resources

DISTRICT/ORGANIZATION address

EXHIBIT A
TERMS AND CONDITIONS OF STUDENT TEACHING EXPERIENCE

The following terms and conditions shall apply to any student teaching experience, including multiple subject, single subject, and education specialist (mild/moderate) teaching credential requirement:

1. Definitions.

   1.1 "Student Teaching" as used herein means active participation in the daily duties and functions of classroom teaching in classes implementing state-adopted academic core curriculum. DISTRICT/ORGANIZATION employees providing direct supervision and instruction to student teachers must hold valid teaching credentials, other than provisional credentials, issued by the California Commission on Teacher Credentialing, authorizing them to serve as classroom teachers. If a student is placed in an English Learner ("EL") classroom, the supervising teacher shall hold valid EL credentials issued by the California Commission on Teacher Credentialing. In the event an EL credentialed teacher is not available, previous experience teaching English learners is required.

   1.2 "Session of Student Teaching" as used herein and elsewhere in this Agreement is considered to be a full school day of Student Teaching for one semester or a half-day of Student Teaching for two semesters.

2. Assignments and Rates.

   2.1 Services shall not exceed twenty-five (25) Student Teaching assignments per semester.

   2.2 An assignment of a student of BIOLA to Student Teaching in schools or classes of DISTRICT/ORGANIZATION shall be, at the discretion of BIOLA, either for one or two eight-week sessions for multiple subject candidates, for an entire semester or its equivalent for single subject candidates, or for a complete summer session at either level.

   2.3 BIOLA shall pay DISTRICT/ORGANIZATION for performance by DISTRICT/ORGANIZATION for all services required to be performed by DISTRICT/ORGANIZATION under this Agreement and Exhibit A at the rate of Twenty-five Dollars ($25.00) per unit of Student Teaching, per session, for each master teacher.

   2.4 Payments shall be made directly to the master teachers or to DISTRICT/ORGANIZATION, which in turn shall pay the master teachers.

   2.5 Within a reasonable time following the close of each Session of Student Teaching, BIOLA shall remit payment for the services rendered during said Session for all Student Teaching supervision provided by DISTRICT/ORGANIZATION.

2.6 In the event a student remains in a Session of Student Teaching for longer than the stated period, DISTRICT/ORGANIZATION shall receive additional payment at the rate of Twenty-five Dollars ($25.00) per additional week.

2.7 Notwithstanding any other provisions of this Agreement or Exhibit A, BIOLA shall not be obligated to pay DISTRICT/ORGANIZATION any amount in excess of the total sum set forth in this section.

3. Student Teaching Experience. DISTRICT/ORGANIZATION shall provide teaching experience through Student Teaching to schools and classes of DISTRICT/ORGANIZATION not to exceed the number of Student Teaching assignments set forth in paragraph 2.1 above. These students of BIOLA shall possess valid Certificates of Clearance or have signed Affidavits for Certificate of Clearance. Student Teaching shall be provided in the schools or classes of DISTRICT/ORGANIZATION, and under the direct supervision and instruction of employees of DISTRICT/ORGANIZATION, as DISTRICT/ORGANIZATION and BIOLA through their duly authorized representatives may agree upon.

4. Termination. In the event that the assignment of a student of BIOLA to Student Teaching is terminated by BIOLA for any reason after the student begins Student Teaching, DISTRICT/ORGANIZATION shall receive payment for one assignment at the rate specified in paragraph 2.3 above as though there had been no termination of the assignment.

EXHIBIT B
TERMS AND CONDITIONS OF EARLY CHILDHOOD PRACTICUM EXPERIENCE

The following terms and conditions shall apply to any early childhood practicum experience:

1. Definitions.

1.1 "Supervised Early Childhood Practicum" as used herein means active participation in the daily duties and functions of classrooms that implement state-adopted academic core curriculum and/or developmentally, culturally, and linguistically appropriate practices. DISTRICT/ORGANIZATION employees providing direct supervision to Early Childhood Practicum teacher candidates must hold valid Child Development Permits and/or teaching credentials, other than provisional credentials, issued by the California Commission on Teacher Credentialing authorizing them to serve as classroom teachers. If a teacher candidate is placed in an English Learner ("EL") classroom, the supervising teacher will hold valid EL credentials issued by the California Commission on Teacher Credentialing. In the event an EL credentialed teacher is not available, previous experience teaching English learners is required.

1.2 "Session of Supervised Early Childhood Practicum" as used herein and elsewhere in the Agreement is considered to be a three- to six-hour day of Supervised Early Childhood Practicum for a total of seventy-five (75) hours for one semester or a complete summer session.

2. Assignments and Rates.

2.1 Services shall not exceed twenty-five (25) Supervised Early Childhood Practicum assignments per semester.

2.2 BIOLA shall pay DISTRICT/ORGANIZATION for performance by DISTRICT/ORGANIZATION for all services required to be performed by DISTRICT/ORGANIZATION under this Agreement and Exhibit B at the rate of Twenty-five Dollars ($25.00) per unit of Supervised Early Childhood Practicum, per session, for each master teacher.

2.3 Payments shall be made directly to the master teachers or to DISTRICT/ORGANIZATION, which in turn shall pay the master teachers.

2.4 Within a reasonable time following the close of each Session of Supervised Early Childhood Practicum, BIOLA shall remit payment for the services rendered during said Session for all Supervised Early Childhood Practicum provided by DISTRICT/ORGANIZATION.

2.5 In the event a student remains in a Session of Supervised Early Childhood Practicum for longer than the stated period, DISTRICT/ORGANIZATION shall receive additional payment at the rate of Twenty-Five Dollars ($25.00) per additional week.

2.6 Notwithstanding any other provisions of this Agreement or Exhibit B, BIOLA shall not be obligated to pay DISTRICT/ORGANIZATION any amount in excess of the total sum set forth in this section.

3. Supervised Early Childhood Practicum Experience. DISTRICT/ORGANIZATION shall provide teaching experience through Supervised Early Childhood Practicum to schools and classes of DISTRICT/ORGANIZATION not to exceed the number of Supervised Early Childhood Practicum assignments set forth in paragraph 2.1 above. These students of BIOLA shall possess valid Certificates of Clearance or have signed Affidavits for Certificate of Clearance. Supervised Early Childhood Practicum shall be provided in such schools or classes of DISTRICT/ORGANIZATION and under the direct supervision and instruction of employees of DISTRICT/ORGANIZATION, as DISTRICT/ORGANIZATION and BIOLA through their duly authorized representatives may agree upon.

4. Termination. In the event that the assignment of a student of BIOLA to Supervised Early Childhood Practicum is terminated by BIOLA for any reason after the student begins Supervised Early Childhood Practicum, DISTRICT/ORGANIZATION shall receive payment for one assignment at the rate specified in paragraph 2.2 above as though there had been no termination of the assignment.

EXHIBIT C
TERMS AND CONDITIONS OF SPEECH-LANGUAGE PATHOLOGY AND SPEECH-LANGUAGE PATHOLOGY ASSISTANT EXPERIENCE

The following terms and conditions shall apply to any speech-language pathology experience:

1. Purpose.

   1.1 BIOLA operates a masters level speech-language pathology program. The degree is offered for those desiring to become licensed, certified speech-language pathologists and earn a California State License in Speech-Language Pathology. Candidates completing the required field work experience are eligible to sit for the licensure exam and apply for state licensure as a speech language pathologist. BIOLA also operates an undergraduate level communication disorders program. Students in this program are eligible to apply for the Speech-Language Pathology Assistant ("SLPA") State License after completing a fieldwork experience.

   1.2 The purpose of this Exhibit C is to provide the training required for: (a) students of BIOLA enrolled in the Masters of Science Speech-Language Pathology degree program to be eligible to apply for the California State License in Speech-Language Pathology, and (b) students enrolled in the undergraduate Communication Disorders program to be eligible to apply for the SLPA State License. The parties will mutually benefit by making a clinical training program available to BIOLA students at DISTRICT/ORGANIZATION.

2. Definitions. "Clinical Externship" as used herein and elsewhere in this Agreement means active participation in the daily provision of speech and language intervention services. DISTRICT/ORGANIZATION shall provide a speech-language pathologist ("Clinical Supervisor") who holds an American Speech and Hearing Association ("ASHA") Certificate of Clinical Competence and a California Speech-Language Pathologist license to supervise the Clinical Externship.

3. Assignments and Rates

   3.1 Services shall not exceed twenty-five (25) Clinical Externship assignments per semester.

   3.2 No compensation will be made to any party for Clinical Externship assignments.

4. Responsibilities of DISTRICT/ORGANIZATION.

   4.1 To the extent that the activities performed hereunder are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), participating students, as trainees, shall be considered as members of DISTRICT/ORGANIZATION's "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. section 160.103, and shall be subject to DISTRICT/ORGANIZATION's policies respecting confidentiality of medical information. To ensure that students comply with such policies,

DISTRICT/ORGANIZATION shall provide students with substantially the same training that it provides to its regular employees regarding confidentiality of medical information.

4.2 DISTRICT/ORGANIZATION shall provide the Clinical Supervisor with sufficient and specific time in the work schedule to carry out the supervision duties of the participating student's Clinical Externship. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state licensure and certification. The minimum requirements for these duties include the following:

4.2.1 Allocation of sufficient time to directly observe the supervisee as appropriate. ASHA requires supervisors to provide supervision that is appropriate for the level of the supervisee.

4.2.2 Allocation of sufficient time to meet directly with the participating student for purposes of feedback and discussion, which shall occur regularly during the course of supervision.

EXHIBIT D
TERMS AND CONDITIONS OF EDUCATION SPECIALIST INTERN EXPERIENCE

The following terms and conditions shall apply to the education specialist intern experience:

1. Intern Qualification. BIOLA shall verify each of the following, as applicable, for all candidates admitted to this internship program (hereinafter referred to as an "Intern"):

   1.1 Intern holds a baccalaureate or higher degree from a regionally accredited institution of postsecondary education (Education Code section 44453).

   1.2 Intern has completed all pre-service preparation according to the requirements of the credential program (special education), as applicable (Education Code section 44320(d), CCTC Program Standard 2 [2018]).

   1.3 Intern has met the Subject Matter Competence requirement for the subject area(s) in which the Intern is authorized to teach (Education Code section 44325(c)(3)).

   1.4 Intern has satisfied Educational Basic Skills Proficiency as defined by the State of California.

2. Intern Supervision. BIOLA shall provide an individual to supervise of each Intern ("Supervisor"); however, DISTRICT/ORGANIZATION shall provide a DISTRICT/ORGANIZATION support person or personnel for each Intern ("Support") (Education Code section 44462) at the time of hire. Every Supervisor shall possess:

   2.1 Current knowledge in the subject matter taught;

   2.2 An understanding of the context of public schooling;

   2.3 The ability to model best professional practices in teaching and learning, scholarship, and service;

   2.4 Knowledge of diverse abilities including cultural, language, ethnic, and gender diversity;

   2.5 A thorough grasp of the academic standards, frameworks, and accountability systems that drive public school curricula; and

   2.6 A commitment to provide support and supervision related to needs of English learners.

3. Intern Assignment. DISTRICT/ORGANIZATION shall assign each Intern to assume the functions, which are authorized by such Intern's teaching credential (Education Code section 44454). BIOLA represents that Intern's services meet the instructional or service needs of the participating DISTRICT(s)/ORGANIZATION(s) (Education Code section 44458). Public school districts, county offices, and non-public schools are eligible for the Special Education program (Education Code sections 44321 and 44452).

4. Tenure. DISTRICT/ORGANIZATION understands that no Intern shall acquire tenure while serving with an internship credential. A person who, after completing an authorized teaching internship program, is employed for at least one complete school year in a position requiring certification qualifications by the DISTRICT/ORGANIZATION that employed such person as an Intern during the immediately preceding school year and who is reelected for the subsequent school year to a position requiring certification qualifications shall, at the commencement of the subsequent school year, be eligible for tenure (Education Code section 44466).

5. Other Terms and Conditions.

5.1 DISTRICT/ORGANIZATION shall hire each Intern on a part-time or full-time probationary or temporary contract with full pay and benefits.

5.2 DISTRICT/ORGANIZATION shall make every attempt, within the constraints of openings available, to place each Intern in a teaching situation which will maximize first year success (supportive principal, available peer support, class selection, etc.).

5.3 DISTRICT/ORGANIZATION and BIOLA will cooperate with the oversight, operation, and evaluation of the program (CCTC Common Standards 1, 2, 3, 4, & 5).

5.4 DISTRICT/ORGANIZATION shall appoint, maintain, evaluate, and compensate trained Support at each Intern's work site. If there is not a Support provider with a credential match at the school site, DISTRICT/ORGANIZATION will secure a Support provider from another school site. In addition, DISTRICT/ORGANIZATION shall define and document the type and frequency of support services to be provided including identification of protected time for Support to work with each Intern within the school day. DISTRICT/ORGANIZATION shall provide BIOLA with documentation of Support provided to Intern.

5.5 DISTRICT/ORGANIZATION shall document that Support personnel hold: (1) a valid corresponding Clear or Life Credential, and (2) a minimum of three (3) years of successful teaching experience. In addition, if specified English Learner support is to be provided, DISTRICT/ORGANIZATION shall document that Support personnel (e.g. mentor, principal, or other) also hold an English Learner Authorization in addition to the other requirements stated herein (CCTC Common Standard 3).

5.6 DISTRICT/ORGANIZATION shall provide each Intern with a full range of teaching responsibilities indicative of a full-time teacher.

5.7 DISTRICT/ORGANIZATION and BIOLA will cooperate regarding the provision and documentation of the minimum 144 hours of support and supervision, inclusive of 45 hours English Learner support per school year, adjusted as needed, for each Intern who does not have a current English Learner Authorization or passing score on CTEL. BIOLA will provide support/mentoring documentation and monitor the process.

5.8 DISTRICT/ORGANIZATION shall work with BIOLA to provide evaluations of each Intern as required for credential decisions (CCTC Common Standards 2 & 5).

5.9 DISTRICT/ORGANIZATION has the option to designate an administrator and/or teacher representative to serve on the Internship Advisory Board which meets once each semester as needed.

5.10 BIOLA internship program coordinators shall coordinate meetings of the Internship Advisory Board(s) (Intern Precondition 8).

5.11 BIOLA shall guide the development of the individual plan for mentoring support and professional development of each Intern in consultation with the Intern and the DISTRICT/ORGANIZATION (CCTC Common Standard 2, Program Standard 6 [2018]).

5.12 DISTRICT/ORGANIZATION certifies that Interns will not displace certificated employees in the DISTRICT/ORGANIZATION (Intern Precondition 10). DISTRICT/ORGANIZATION further certifies that when an Intern is hired, there are no available qualified, certificated persons holding the credential.

EXHIBIT E
TERMS AND CONDITIONS OF MULTIPLE AND SINGLE SUBJECT INTERN EXPERIENCE

The following terms and conditions shall apply to the multiple and single subject intern experience:

1. Intern Qualification. BIOLA shall verify each of the following, as applicable, for all candidates admitted to this internship program (hereinafter referred to as an "Intern"):

   1.1 Intern holds a baccalaureate or higher degree from a regionally accredited institution of postsecondary education (Education Code section 44453).

   1.2 Intern has completed all pre-service preparation according to the requirements of the credential program, as applicable (Education Code section 44320(d)).

   1.3 Intern has met the Subject Matter Competence requirement for the subject area(s) in which the Intern is authorized to teach (Education Code section 44325(c)(3)).

   1.4 Intern has satisfied Educational Basic Skills Proficiency as defined by the State of California.

2. Intern Supervision. BIOLA shall provide an individual to supervise of each Intern ("Supervisor"); however, DISTRICT/ORGANIZATION shall provide a DISTRICT/ORGANIZATION support person or personnel for each Intern ("Support") (Education Code section 44462) at the time of hire. Every Supervisor shall possess:

   2.1 Current knowledge in the subject matter taught;

   2.2 An understanding of the context of public schooling;

   2.3 The ability to model best professional practices in teaching and learning, scholarship, and service;

   2.4 Knowledge of diverse abilities including cultural, language, ethnic, and gender diversity;

   2.5 A thorough grasp of the academic standards, frameworks, and accountability systems that drive public school curricula; and

   2.6 A commitment to provide support and supervision related to needs of English learners.

3. Intern Assignment. DISTRICT/ORGANIZATION shall assign each Intern to assume the functions, which are authorized by such Intern's teaching credential (Education Code section 44454). BIOLA represents that Intern's services meet the instructional or service needs of the participating DISTRICT(s) (Education Code section 44458). Public school districts and county offices of education are eligible for the Multiple and Single Subject Intern Program (Education Code sections 44321 and 44452).

4. Tenure. DISTRICT/ORGANIZATION understands that no Intern shall acquire tenure while serving with an internship credential. A person who, after completing an authorized teaching internship program, is employed for at least one complete school year in a position requiring certification qualifications by the DISTRICT/ORGANIZATION that employed such person as an Intern during the immediately preceding school year and who is reelected for the subsequent school year to a position requiring certification qualifications shall, at the commencement of the subsequent school year, be eligible for tenure (Education Code section 44466).

5. Other Terms and Conditions.

5.1 DISTRICT/ORGANIZATION shall hire each Intern on a part-time or full-time probationary or temporary contract with full pay and benefits.

5.2 DISTRICT/ORGANIZATION shall make every attempt, within the constraints of openings available, to place each Intern in a teaching situation which will maximize first year success (supportive principal, available peer support, class selection, etc.).

5.3 DISTRICT/ORGANIZATION and BIOLA will cooperate with the oversight, operation, and evaluation of the program (CCTC Common Standards 1, 2 3, 4 & 5).

5.4 DISTRICT/ORGANIZATION shall appoint, maintain, evaluate, and compensate trained Support at each Intern's work site. If there is not a Support provider with a credential match at the school site, DISTRICT/ORGANIZATION will secure a Support provider from another school site. In addition, DISTRICT/ORGANIZATION shall define and document the type and frequency of support services to be provided including identification of protected time for Support to work with each Intern within the school day. DISTRICT/ORGANIZATION shall provide BIOLA with documentation of Support provided to Intern.

5.5 DISTRICT/ORGANIZATION shall document that Support personnel hold: (1) a valid corresponding Clear or Life Credential, and (2) a minimum of three (3) years of successful teaching experience. In addition, if specified English Learner support is to be provided, DISTRICT/ORGANIZATION shall document that Support personnel (e.g. mentor, principal, or other) also hold an English Learner Authorization in addition to the other requirements stated herein (CCTC Common Standard 3).

5.6 DISTRICT/ORGANIZATION shall provide each Intern with a full range of teaching responsibilities indicative of a full-time teacher.

5.7 DISTRICT/ORGANIZATION and BIOLA will cooperate regarding the provision and documentation of the minimum 144 hours of support and supervision, inclusive of 45 hours English Learner support per school year, adjusted as needed, for each Intern who does not have a current English Learner Authorization or passing score

on CTEL. BIOLA will provide support/mentoring documentation and monitor the process.

5.8 DISTRICT/ORGANIZATION shall work with BIOLA to provide evaluations of each Intern as required for credential decisions (CCTC Common Standards 2 & 5).

5.9 DISTRICT/ORGANIZATION has the option to designate an administrator and/or teacher representative to serve on the Internship Advisory Board which meets once each semester as needed.

5.10 BIOLA internship program coordinators shall coordinate meeting of the Internship Advisory Boards(s) (Intern Precondition 8).

5.11 BIOLA shall guide the development of the individual plan for mentoring support and professional development of each Intern in consultation with the Intern and the DISTRICT/ORGANIZATION (CCTC Common Standard 2).

5.12 DISTRICT/ORGANIZATION certifies that Interns will not displace certificated employees in the DISTRICT/ORGANIZATION (Intern Precondition 10). DISTRICT/ORGANIZATION further certifies that when an Intern is hired, there are no available qualified, certificated persons holding the credential.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	April 4, 2024
SUBJECT:	Approval of Instructional Consultant Services

Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 4, 2024

Site	Name	Purpose	Dates	Cost	Appropriation Number
Emerson Elementary	The Music Center	Three (3) assemblies provided by We Tell Stories	5/6/24	$1875	01.0-90201.0-11100-10000-5810-2038200
Huerta Middle School	Cyber Education Consultants	Lectures to parents and students related to cyber safety and technology	4/25/24	$1850	01.0-30100.0-00000-24950-5850-3219000
Jefferson Elementary	RBliss LLC	STEAM Challenge lessons for K – 5th grade classes May 13th, 2024 through May 17th 2024	5/13/24 – 5/17/24	$5000	01.0-90201.0-11100-10000-5810-2068700
Miller Elementary	FunFlicks of So Cal	FunFlicks So Cal will provide and set up a blockbuster movie screen for a family movie night in the Miller Park	4/5/24	$1172.62	01.0-90201.0-11100-10000-5850-2108200
Stevenson Elementary	Amazing Kid Company	5th grade field day activities for 2 hours	5/22/24	$1110	01.0-90102.0-11100-10000-5810-2158000

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 26th of February, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Music Center hereinafter referred to as "Consultant."

Payee's Name The Music Center Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Jennifer Almer

Board Approval Date April 4, 2024

Account String 010 · 90201 · 0 · 11100 · 10000 · 5810 · 203 · 8200 · 0000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1,875.0 per hour☐/ per day ■/ per session☐ for a total not to exceed $ 1,875.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 6, 2024 and terminating on May 6, 2024.
3. Payment Terms: one time
4. Consultant will provide the following services:

   Three assemblies provided by We Tell Stories

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		Keith Wyffels		02 / 26 / 2024
BUSD Authorized Signature/Title	Date	Consultant	The Music Center	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

The Music Center:

With America's most diverse population, Los Angeles is the cultural hub of the country and the location for more entertainment options and venues than anywhere else in the U.S. As one of the nation's largest performing arts centers, and as a cultural anchor in Los Angeles County, The Music Center brings together artists, communities and ideas with the goal of enriching the cultural lives of every Angeleno. With our vision, The Music Center is poised to become a multidisciplinary arts center for the 21st century and a driving artistic voice for diversity and inclusion that reflects and responds to the ever-evolving landscape of Los Angeles. By offering compelling cultural and civic programs that are relevant to a wide range of audiences, The Music Center is both the home and the force behind some of the greatest creative expression today.

We Tell Stories Program:

This masterful group of theatre artists, founded in 1981 by children's theatre innovator Carl Weintraub, uses a unique blend of storytelling, audience participation, and sometimes original music to bring folklore, literature, and mythology from all cultures and eras to life. An old trunk filled with homemade props and costumes serves as the vehicle through which sets and characters are created, with ordinary objects transforming to support extraordinary stories. Humor and fantasy enthrall as stories of honesty, friendship, self-esteem and more enlighten all audiences. The professional artists who make up the company of We Tell Stories handle audiences of all age ranges with ease, and consistently deliver first-rate, mad-cap performances with joy and enthusiasm. Whether the viewer is young or simply young at heart, We Tell Stories is sure to capture, entertain and educate.

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 of February, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Lori Getz hereinafter referred to as "Consultant."

Payee's Name Cyber Education Consultants Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Robin Hatch

Board Approval Date April 4, 2024

Account String 010-30100-0-00000-24950-5850-321-9000-0000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 1850.00 per hour☐/ per day ☐/ per session☒ for a total not to exceed $ 1850.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 25, 2024 and terminating on April 25, 2024.
3. Payment Terms: Payment in full by invoice
4. Consultant will provide the following services:

   3 Lectures: 1 parent session and 2 student assemblies related to cyber safety and technology.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Consultant	Lori Getz	2/27/24 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Curriculum Vitae

Lori Getz
[redacted]

Professional Qualifications

With a Master of Arts in Educational Technology from San Diego State University I am committed to bringing Technology and Education together where the content drives the technology use. Technology in education is essential to developing systems whereby students are global citizens with a strong foundation in the core competencies as well as the ability to communicate, curate, innovate, and collaborate in a variety of environments. Through rigorous curricula and interactive learning models I am prepared to help K-12 schools, districts and universities design, develop, implement and evaluate instruction. I completed graduate coursework in Instructional Design, Professional Development Training, Formative and Summative Assessment and have spent the last 15 years in classroom instruction, teacher coaching, curriculum development and public speaking.

I have a strong understanding of Common Core, NGSS (Next Generation Science Standards), STEAM (Science, Technology, Engineering, Arts and Mathematics), Design Thinking, Thematic Integration and Makers Movement. I support the integration of Project-based learning, Inquiry-based learning, Flipped Classrooms and Hyperdocs when appropriate.

I am a multiplatform user with experience in one-to-one rollouts (both managed and Bring Your Own Device) and Google Apps For Education. I am very familiar with different Learning Management Systems (including Sakai, PowerSchool, and MOODLE based platforms), Content Management Systems (Whipple Hill and others). I regularly use a SAMR model to teach other professionals to use technological tools to increase efficiency, organization, and discovery (including VR tools, AR tools, web-based and app format). I believe in a safe, responsible and ethical approach to technology in education.

Professional Experience

Westside Neighborhood School, Los Angeles, CA
2020- Present

Director of Online Learning: Currently responsible for the creation and implementation of Online Learning in PreK- 8th grade.:

- Onboarding faculty, students and parents to online education
- Conduct professional development ranging from online platforms to differentiation and assessment.
- Responsible for devising policies related to online learning
- Teacher observation
- Family support
- Oversee purchasing of necessary equipment
- Oversee curriculum and instruction
- Support faculty in all areas of online learning

Hebrew Union College, Los Angeles, CA
2009- Present

Non-tenured Lecturer: Currently instruct students in the Graduate Department of Education.

Coursework includes:

- Technology Integration in Education (requires extensive knowledge and understanding of current State Standards)
- Technology Integration in Common Core
- Project-Based, Inquiry-Based and Flipped Classrooms

- Development of Curriculum
- Instructional design
- STEAM/STEM integration
- Virtual and Augmented reality tools
- Teaching and Learning best practices
- Integration of Digital Citizenship in K-12 education

CYBER EDUCATION CONSULTANTS, LOS ANGELES, CA
2008- Present

Internet Safety and Digital Wellness Expert/Guest Speaker: Working with students, parents and educators to bring the safe, responsible, and ethical use of technology to the community.

- Conduct assemblies and small group discussions
- Authored an educational consumable for tweens and teens
- Online and TV Internet Safety Expert
- Consult with schools on the safe, responsible and ethical roll out of technology

Educational Technology Consultant:

- Design and implement technology rich instruction and delivery systems
- Policy Development
- Curriculum Mapping
- Instructional Design
- Professional Development Training
- Design Innovation Spaces, STEM Labs, Maker Spaces and other technology labs
- Develop and implement 1:1 Classroom Management

BRENTWOOD SCHOOL, LOS ANGELES, CA
7/04 – 9/08

Educational Technologist:

- Designed and built technology for education and training purposes including multimedia labs and video-conferencing centers
- Developed and implemented Cyber Education program in 4-12 education
- Designed technology rich curriculum for 7-12 education Built and managed online content management system for 7-12 education
- Presented technology workshops related to faculty's professional development (including everything from software tools to SmartBoard training)
- Evaluated practices and develop instrumentation for educational research
- Conducted rapid prototype testing of Educational Products K-12

SAN DIEGO STATE UNIVERSITY, SAN DIEGO, CA
6/04 - 9/06

Online Instructor: Methods of Inquiry

- Instructed pre-requisite course in the graduate school of Educational Technology
- Course consists of research methodology and statistics
- Class created in Blackboard using Macromedia Breeze for synchronous discussions

GENERAL CONSULTANT, LOS ANGELES, CA
10/99 – 6/04

- Designed instructional material for corporate training of production software
- Developed and implemented corporate-wide surveys for Human Resources
- Conducted needs assessment analysis for corporate clients
- Trained employees in work-flow management software

- Created online course for the Deaf Education department at Palomar City College

EDUCATION

SAN DIEGO STATE UNIVERSITY
Master of Arts (2004) – Educational Technology: With coursework in Multimedia Development, Instructional Design, and Evaluation

Bachelor of Arts (1998) – Communicative Disorders: With coursework in Linguistics, Neuroscience, and Deaf Education

TV CREDITS AND PUBLICATIONS

- Author of "Like Ability: The Truth About Popularity"
- Author of "The Tech Savvy User's Guide to the Digital World"
- Frequent guest on TODAY Show, Good Morning American, CNN, HLN, Dr. Phil, Dr. Drew
- Local TV and Radio News programs (Inside Edition and Ryan Seacrest on the radio)
- Published in several areas including as an online expert for kidsinthehouse.com
- Featured in Rachel Simmons new edition of "Odd Girl Out."
- Featured in Lucie Hemmen's book "Parenting a Teen Girl"

PROFESSIONAL MEMBERSHIPS

- Independent Technology Educators of Los Angeles
- International Society for Technology in Education

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 6th of March, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and RBliss LLC hereinafter referred to as "Consultant."

Payee's Name RBliss LLC Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Ron Young - Principal, Thomas Jefferson Elementary

Board Approval Date April 4, 2024

Account String 010-90201-0-11100-10000-5810-206-8700

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to ____ **calPERS** ✓ **cal STRS Retirement Date** 5/30/2018

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;
WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;
WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;
NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ ____ per hour ☐/ per day ☐/ per session ■ for a total not to exceed $ 5,000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 13th 2024 and terminating on May 17th 2024.
3. Payment Terms: One time payment
4. Consultant will provide the following services:

   STEAM Challenge lessons for K-5th grade classes May 13th 2024 through May 17th 2024

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County
IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title ____ Date ____

Consultant RBliss LLC 3/8/24 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Joseph Reed

Energetic elementary teacher with excellent communication skills and the ability to differentiate for individual students' needs.

[redacted]

TEACHING EXPERIENCE

Burbank Unified School District - *3rd–6th grade teacher*
SEPTEMBER 1993 - PRESENT

Newhall Unified School District - *Assistant Principal*
JANUARY 1997- JUNE 1997

Los Angeles Unified School District - *6th grade teacher*
SEPTEMBER 1983-SEPTEMBER 1993

EDUCATION

National University, Los Angeles — *Master of Science in Educational Administration*
July 1997-July 1998

California State University, Los Angeles - *Multiple Subject Credential*
June 1984

California State University, Northridge — *Bachelor of Science in Communicative Disorders*
September 1974 - June 1985

OTHER JOB RELATED EXPERIENCE

JMR Educational Consulting
Private practice specializing in assessment of students. Design of Individualized learning programs to facilitate school success.
1987-present

CREDENTIALS

- Multiple Subject Teaching Credential
- Administrative Services Credential
- Clinical Rehabilitative Services Credential, Language, Speech, and Hearing including Special Class Authorization

SKILLS

- Creative lesson planning
- Classroom Behavior Management
- Professional relationships with students, parents, and colleagues
- Technology savvy
- Understanding of Common Core/NGSS standards

PROFESSIONAL REFERENCES

Sandra DeBarros
sandradebarros@burbankusd.org

Anita Schackmann
anitaschackmann@burbankusd.org

Craig Bugbee
craigbugbee@burbankusd.org

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 3rd of March, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and FunFlicks of So. Cal hereinafter referred to as "Consultant."

Payee's Name FunFlicks of So. Cal Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Judy Hession, Principal at Miller Elementary School

Board Approval Date Thursday, April 4, 2024

Account String 010-90201.0-11100-10000-5850-2108200 (PTA Funds)

The assignment ☐ **will** or ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 1,172.62 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on April 5, 2024 and terminating on April 5, 2024.
3. Payment Terms: 50% deposit to reserve date and paid in full 14 days prior to event date
4. Consultant will provide the following services:

   FunFlicks So. Cal will provide and set up blockbuster movie screen for a family movie night in the Miller Park.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title	Date	Consultant	FunFlicks of So. Cal	3/4/24 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

FUNFLICKS

About Us

Learn about FunFlicks' roots and why we do what we do.
We're focused on bringing generations together in local communities by creating extraordinary experiences, one event at a time.

All FunFlicks® locations are family-owned and operated. Our owners all emphasize the FunFlicks® philosophy of business management with premium customer service and cutting-edge audiovisual technology. We've modernized a piece of outdoor movie history for people across the United States to enjoy today. The goal is to provide you with fun, friendly, and professional service at a price that is fair and affordable for everyone.

At FunFlicks®, we offer projector and screen rental services across the United States for indoor & outdoor events. But, we do not only show movies. Live sports, video games, advertisements, or anything you wish to show off on the big screen can be made possible through us! If you have an idea on what you want to see on the big screen, let us know and we'll try our best to make it happen.

All FunFlicks® locations are family-owned and operated. Our owners all emphasize the FunFlicks® philosophy of business management with premium customer service and cutting-edge audiovisual technology. We've modernized a piece of outdoor movie history for people across the United States to enjoy today. The goal is to provide you with fun, friendly, and professional service at a price that is fair and affordable for everyone.

Also, FunFlicks® provides customers with the most helpful technicians who set-up our state-of-the-art equipment while you sit back and relax. Watch the FunFlicks®magic happen before your eyes. Our event hosts are tech-savvy, responsible, and are locally employed! Be sure to ask your event technician or contact our office if you have any screen and projector rental questions.

Contact our Rental Office: 877-263-0480

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 21st of March, 20 24 by and between the **Burbank Un School District,** hereinafter referred to as "District", and The Amazing Kid Company hereinafter refe to as "Consultant."

Payee's Name Amazing Kid Company Daytime Phone Number [redacted]

Email Address amazingkidcompany@gmail.com

Mailing Address [redacted]

Sponsoring Administrator J. Johnson

Board Approval Date [redacted] April 4, 2024

Account String 010-90201-0-11100-10000-5810-215-8000

The assignment ☐ **will** or ■ **will not require Consultant to work with pupil(s) unsupervised in a program sponsored by the** District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to comp as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to ☐ calPERS ☐ cal STRS Retirement Date

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the serv 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 $ 1110.00 per hour ☐/ per day ☐/ per session ■ for a to not to exceed $ 1110.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 5/22/24 and terminating on 5/22/24
3. Payment Terms: TO be paid after services of 5/23/24
4. Consultant will provide the following services:

   5th grade field day activities for 2 hours

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant The Amazing Kid Company 2-27-23 Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and

THE AMAZING KID COMPANY

WHAT DON'T WE DO?

The Amazing Kid Company provides entertainment and more to events, parties, and camps throughout the greater Los Angeles area. AKC specializes in AMAZING FUN! We have the best entertainers in the business who bring high energy, patience, joy, and passion to any and every event.

The Amazing Kid Company works with children by really listening to them. Not only with our ears, but with our hearts! Our philosophy is to embrace and empower all kids: the shy ones, the ones that want all of the attention, the kids with the crazy-fun energy, and the kids that don't want to play. The Amazing Kid Company isn't just another LA based kids entertainment company. Instead, **The Amazing Kid Company** is a labor of love. We were founded on the idea that every kid should be able to have fun, learn, and experience the event while being authentically them. You can learn more about our philosophy and history in the History section.

The Amazing Kid Company entertainers are engaging and experienced. They have learned how to connect with kids of all ages, from 1 to 100! Not only does the Amazing Kid Company entertain, we also help with the flow of the party. We understand that there is a time to play, a time to eat, and a time to eat cake!

AKC SPECIALIZES IN THE ABILITY TO BE AMAZING!!!

The origin of **The Amazing Kid Company** goes back to 1998, when Eric Welch (owner and CEO) and Todd Sangster saw the sad state of kids entertainment and sports. They watched party entertainers talk down to kids, watched groups of kids devour a party entertainer, and cringed while seeing coaches care more about the "sport" than the kids. The two began brainstorming and determined that the way to a kid's attention and affection was not through telling them what to do, but through listening to them.

The philosophy behind the company was born: listening to kids with our ears, AND our hearts. Eric and Todd took action and put their new philosophy to work with the creation of the Party Animals (1998-2001), which turned into Amazing Parties (2001-2009), and ultimately became **The Amazing Kid Company**. Over the years, several aspects of the company have changed but what remains the same is the philosophy they developed almost 20 years ago. The Amazing Kid Company is not just another kids entertainment company; it is a labor of love. It is our passion to listen to kids, respect them and help give them back what they already have.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Stephanie Beauregard, Administrative Secretary II
DATE:	April 4, 2024
SUBJECT:	Ratification of Agreement for Instructional Consultant Services

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Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. Due to delays out of their control the site was unable to submit their consultant agreement before the July 20, 2023 agenda deadline. Therefore the agreement below is being presented as a ratification. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the instructional consultant services for the purpose of on-site student learning support and staff development, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: April 4, 2024

Site	Name	Purpose	Dates	Cost	Appropriation Number
Huerta Middle School	Connecting Cultures Mobile Museum	On-campus educational museum exhibition and presentations visited by students with their history class and teacher	1/31/24 – 2/15/24	$2000	01.0-30100.0-11100-10000-5810-3219000
Huerta Middle School	Isela Giedt	Provide costuming services for musical theater enrichment classes after school	2/26/24 – 3/15/24	$500	01.0-90201.0-11100-10000-5850-3218100
Jefferson Elementary	Jennifer Cardenas	Assistant director, stage manager, and choreographer for talent show at Jefferson Elementary	1/11/24 – 3/11/24	$800	01.0-90201.0-11100-10000-5810-2068700
Roosevelt Elementary	ETM-LA, Inc	Weekly music instruction for students	2/12/24 – 3/1/24	$4674	01.0-67700.0-11100-10000-4310-2149000

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 31 of January, 20 24 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Connecting Cultures Mobile Museum hereinafter referred to as "Consultant."

Payee's Name Connecting Cultures Mobile Museum Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Robin Hatch

Board Approval Date [redacted] April 4, 2024

Account String 01.0-30100.0-11100-10000-5810-3219000

The assignment ☐ **will or** ■ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 2000.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $2000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on January 31, 2024 and terminating on February 15, 2024 .
3. Payment Terms: Payment in Full by Invoice
4. Consultant will provide the following services:

   On-campus educational museum exhibition and presentations visited by students with their history class and teacher.

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____ _____ 1/31/24

BUSD Authorized Signature/Title Date Consultant Connecting Cultures Mobile Mus Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

connecting cultures mobile museum

Everyday Connections

Introductory Letter

Welcome to Connecting Cultures Mobile Museum! CCMM will inspire students' understanding and respect for cultural diversity by exploring global arts and artifacts, this year with a focus on our *Everyday Connections*. Students will have the opportunity to explore:

- Traditional clothing, including folk costumes, hats, shoes, and jewelry/adornment
- Good luck charms, including evil eyes, dream catchers, fertility talismans, and fairy tales
- Games and toys, including strategy games, dice games, and tops
- Sports. including jerseys, bats, balls, and equipment

The *Everyday Connections* collection and presentation offers students an opportunity to stand in someone else's shoes...literally. Students will discover their Everyday Connections to people throughout the world: people entertain themselves with board games or team sports; people's superstitions lead them to protect themselves from bad luck through personal talismans or public displays; people dress in the style of their villages and countries, affected by climate, available materials, religions, and occasion.

We will discuss a selection of these artifacts, exploring their cultural context and the materials used in their production. We will compare and contrast artifacts, guiding the students through making connections between various cultures' uses of objects. Each object will be labeled by use, material, and country of origin. Additionally, the labels will be color-coded by geographical location to allow students to view items by region throughout the exhibit.

At the conclusion of our presentation, the students will get some hands-on experience with some of the artifacts on the Connecting Tables. This year, they will be able to try on clothing, hats and shoes, examine good luck charms and play games. They will also be able to get a closer LOOK at the display tables and boards.

Attached is a list of some representative artifacts which will be on display. We have also provided you with a list of key words and concepts that will be in the presentation as well as on the object labels. We have attached a list of the California State Content Standards that you can connect to this year's rotation of Connecting Cultures Mobile Museum, along with some suggested artifacts. Finally, we have attached the worksheets that the students will be completing during their visit.

We are confident that your students will enjoy their time with us. We look forward to sharing our everyday and extraordinary objects with them.

For additional information, please contact Valerie Lezin at 310-839-2026 or valerie.lezin@connectingcultures.org.

Explore Diversity. Discover Similarity.

www.connectingcultures.org

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 26TH of FEBRUARY, 20 24 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and ISELA SILVA-GIEDT hereinafter referred to as "Consultant."

Payee's Name ISELA GIEDT Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Robin Hatch, Principal

Board Approval Date April 4, 2024

Account String 01.0-90201.0-11100-10000-5850-3218100

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to N/A **calPERS** N/A **cal STRS Retirement Date** N/A

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ 500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on FEBRUARY 26, 2024 and terminating on MARCH 15, 2024 .
3. Payment Terms: ONE TIME PAYMENT IN MARCH 2024
4. Consultant will provide the following services:

   PROVIDE COSTUMING SERVICES FOR MUSICAL THEATER ENRICHMENT CLASSES AFTER SCHOOL.
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

				3/4/24
BUSD Authorized Signature/Title	Date	Consultant	ISELA SILVA-GIEDT	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

Isela Silva-Giedt

[redacted]

[redacted]

Objective: Versatile Costume Designer successful in taking on any challenges, experienced in period dramas. Multi-talented artist skills in illustration and fashion design and sewing.

Work Experience:

Costume Consultant Volunteer
Burbank, CA
Luther Burbank Middle School August 2021 – Current

- Selecting choir costumes with the Director
- Purchasing costume pieces for the choir
- Sewing and altering any costumes to fit the children

Alterations
John Burroughs High School – 2024- Current
Burbank, CA

- Sewing and altering costumes for different choirs

Theatri -Camp
Costume Coordinator
North Hollywood 2018- Current

- Selecting choir costumes with the Director
- Purchasing costume pieces for the choir
- Sewing and altering any costumes to fit the children

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 12 of March, 2024 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Jennifer Cardenas hereinafter referred to as "Consultant."

Payee's Name Jennifer Cardenas Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator ~~Kelly Froelich~~ Ron Young, Principal Thomas Jefferson.

Board Approval Date April 4th, 2024

Account String 010-90201-0-11100-10000-5810-206-8700-0000

The assignment ☐ **will** or ☐ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 25 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 800.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on Jan 11th 2024 and terminating on March 11th 2024
3. Payment Terms: One Payment on March 11th 2024
4. Consultant will provide the following services:

   Assistant direct, stage manage and choreograph for Talent show at Jefferson Elementary

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant Jennifer Cardenas Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

JENNY CARDENAS

[redacted]

PROFILE

- Astute professional equipped with a solid background in teaching a wide range of Spanish courses & Theatre Arts
- Utilizes hands-on and collaborative approaches to improve student morale, participation and performance
- Enables students to gain a firm understanding of the material while encouraging fearlessness to communicate in the target language
- Encourages natural curiosity about the Spanish language, its speakers, and their culture
- Incorporates a variety of modalities for diverse learning
- Able to cater activities and course material for every type of learner
- Encourages a growth-mind set in every aspect of lessons

EDUCATION

1995-1999 **University of North Texas** Bachelor of Arts - Spanish & Gender Studies
1998 **Universitat de Valencia, Spain**

PROFESSIONAL EXPERIENCE

2023-Present **Jaxx Theatricals.** Hollywood, California
Director/Musical director/ Choreographer
-direct stage productions to perform after 10 week intensive rehearsal process
-implement theatre education while preparing for full production complete with set, tech, musical direction and choreography

2021-2022 **The Harbor School** Vashon Island, Washington
Spanish Teacher
-taught Spanish to and developed dense curriculum for all grade levels K-8
-implemented a variety of lessons and activities for a diverse group of learners; classes were conducted via video conferencing

2021-present **Hi-Five Learning** Denver, Colorado
RTI Teacher
-provided reading fluency and comprehension lessons to personalized, small groups of elementary-aged children
-uses a variety of reading material incorporating grammar and phonics reinforcement through diverse exercises, games, and activities

2020-present **Namaste Home** Los Angeles California
Owner, Creator, Instructor
-offers a virtual children's yoga series through the art of storytelling
-provides physical exercises, listening and meditative skills through yoga

2016 - present **Broadway Babies** Los Angeles, California
Owner, Creator, instructor
-offers a theatrical performance-based program for elementary-aged children - including but not limited to: improvisational play, storytelling, movement, and character work through play and team work

2015 - present **Si Señora Tutoring Spanish Instruction & Tutoring** Los Angeles, California
Owner
-provides customized study sessions for school support and extra one-on-one practice for all ages in the areas of Spanish, English, social sciences, test prep, study and organizational skills

2005-2015 **The Buckley School** Sherman Oaks, California
Middle and Upper School Spanish Teacher

- conducted small group and individual class activities with students based on different learning needs and styles to ensure all students are learning at full potential
- participated in ongoing faculty training sessions and professional developmentopportunities
- organized multi-cultural events and guests for Spanish students of all levels
- authored original, personalized materials for class instruction
- incorporated TPRS and a variety of other approaches to teaching the language
- taught all levels of Spanish offered throughout my tenure
- pioneered a new Spanish I class for incoming freshmen

2001-present **Private Tutor / Spanish instructor** Dallas, TX, New York, NY, Seattle, WA, Los Angeles, CA

- have provided one-on-one, individualized Spanish tutoring & support for students of ranging in age 7 to 21
- have developed and delivered personalized instruction and conversation groups for adult students based on their individual needs

SPECIAL SKILLS & ACHIEVEMENTS

- 8th grade class advisor

- Spanish Club advisor
- Childrens' yoga instruction
- Member of Admissions & Diversity committees
- Directed and consulted for various middle school and high school plays and musicals
- Co-director and choreographer for Thomas Jefferson Elementary - 5 years
- Invited guest artist at various theatre and music workshops & camps
- Accomplished vocalist: various styles of music
- Seasoned actor since the age of 7

******performance resume is available upon request***

BURBANK UNIFIED SCHOOL DISTRICT

1900 W. Olive Avenue • Burbank, CA 91506-2460 • (818) 729-4400

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 6th of February 2024, by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ETM-LA, Inc. (dba Education Through Music-Los Angeles), hereinafter referred to as "Consultant."

Payee's Name ETM-LA, Inc. Daytime Phone Number [redacted]

Email Address [redacted]

Mailing Address [redacted]

Sponsoring Administrator Matt Osmond

Board Approval Date [redacted] April 4, 2024

Account String 01.0-67700.0-11100-10000-4310-2149000

The assignment ☐ **will** or ☒ **will not** require Consultant to work with pupil(s) unsupervised in a program sponsored by the District during the contract period. If it does, the Consultant will be contacted by HR and provided the DOJ & FBI form to complete as required by AB346 and will be responsible for associated costs. **Consultant shall not begin service until HR receives clearance.**

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

WHEREAS, the Consultant is especially trained, experienced and competent to provide such services;

WHEREAS, in consideration of the mutual promises of the parties, hereto, the District hereby retains the Consultant upon the terms and conditions hereinafter set forth, and the Consultant hereby accepts said retention and agrees to perform the services hereinafter mentioned, upon said terms and conditions;

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $4,674.00 total not to exceed $4,674.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 2/12/24 and terminating on 3/1/24.
3. Payment Terms: 1 payment: $4,674.00 due 3/1/24
4. Consultant will provide the following services:

   Weekly Music Instruction for Students

5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____	_____ 2/6/2024
BUSD Authorized Signature/Title Date	Consultant Education Through Music Los Angeles (ETM-LA)

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

education through MUSIC los angeles

ETM-LA - Program Information for Burbank USD

Date: November 22, 2023

To: Burbank USD
Re: ETM-LA Program Information

Overview

Education Through Music Los Angeles (ETM-LA) is a specialized non-profit service provider in Los Angeles County that helps schools build self-sustaining Music programs, delivers in-school Music classes to TK-8 Graders, employs the creative economy, and equips students with Musical skills, knowledge, and creativity to help them succeed in all areas of their lives.

Our specialized needs-based approach customizes each school program to respond to the diverse cultural heritage of each community, creates a multi-year strategic pathway towards self-sustainability, and provides **program matching grants** to support the implementation of our collaborative and comprehensive plan. ETM-LA recruits from specialized careers in the **creative economy** and prepares each team member with 100+ hours of mentorship to deliver standards-based, sequential, and culturally responsive instruction to bring the transformative power of Music education to every child.

Using **alternative instructional strategies** such as Orff, Kodály, Dalcroze, and cross-curricular integration that we customize per school contract **responding to individual student needs and learning styles**. Specialized programs include: *Orff Percussion, Music Technology, Composition & Songwriting, Mariachi Ensemble, Ukulele, Band Ensemble, Strings Ensemble, Vocal Choir Ensemble*, and more. Students receive numerous opportunities to engage with industry professionals and perform/participate in unique artistic events and experiences.

Program Funding

Funding for each school site varies based on each partner's stated needs. Schools pay for ETM-LA's program services according to their Scope & Services, while ETM-LA's administrative costs are mostly funded through grant awards - including but not limited to: *Los Angeles County Board of Supervisors through the LA County Dept. of Arts & Culture, The Music Man Foundation, The Carl & Roberta Deutsch Foundation, Colburn Foundation,* and others.

Roosevelt Elementary School is in the process of hiring ETM-LA staff, tentatively effective January 8th, 2024; ETM-LA will remain a consulting partner thereafter. The following costs are reflected on the **Scope & Services**: ETM-LA's instructional programming is billed for September 11 - December 15, 2023, and our program support services for the 2023-24 school year have been discounted.

2023-24 Burbank USD School Site Expense

School	School Site Expense
Roosevelt Elementary	$24,177.50

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24000017	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $3,000.00; 2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$11,000.00
24000203	MARGVE, DOROTHY	C/O 1: INCREASE BY $4,034.30; 2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,807.30
24000399	SPICERS PAPER CO	C/O 1: INCREASE BY $13,000.00; 2023-24 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$103,000.00
24000532	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 2: INCREASE BY $2,500.00; 2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$12,500.00
24000571	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: INCREASE BY $10,000.00; 2023-24 BLANKET ORDER; OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$20,000.00
24001109	ANDERSON, LUKE	C/O 1: INCREASE BY $10,000.00; CONSULTANT AGREEMENT; PEACEFUL PLAYGROUND PROGRAM; ELOP FUNDS; BOARD APPROVED 8/17/23	CHILD DEVELOPMENT SERVICES	010	$17,875.00
24001996	AMERICAN LANGUAGE SERVICES	C/O 2: INCREASE BY $200,000.00; PROFESSIONAL SERVICES; INTERPRETING SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/7/23	SPECIAL EDUCATION	010	$320,000.00
24002049	AMAZON CAPITAL SERVICES	REDUCE BY $32.50; AUDIO-VISUAL SUPPLIES	BURBANK HIGH SCHOOL	010	$113.95
24002423	SCHOOL ZONE TRANSPORTATION, INC	C/O 1: REDUCE BY $1,200.00; STUDENT TRANSPORTATION; DISNEYLAND; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,200.00
24002483	AMAZON CAPITAL SERVICES	C/O 2: REDUCE BY $125.55; FURNITURE AND CLASSROOM SUPPLIES; GENERAL AND GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$837.86
24002598	SCHOOL ZONE TRANSPORTATION, INC	C/O 1: REDUCE BY $700.00: STUDENT TRANSPORTATION; CALIFORNIA SCIENCE CENTER; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$7,000.00
24002660	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: REDUCE BY $1.87; CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$453.13
24002746	ETM-LA, INC	C/O 1: INCREASE BY $6,194.00; BOARD APPROVED 1/18/24; CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 12/21/23	ROOSEVELT ELEMENTARY	010	$30,371.50
24002783	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $11.47; FACILITIES REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$52.90
24002929	SHIFFLER EQUIPMENT SALES, INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,340.92
24002940	AMAZON CAPITAL SERVICES	C/O 1: REDUCE BY $96.90; EVENT SUPPLIES; GIFT FUNDS	BURBANK HIGH SCHOOL	010	$471.04
24003091	B & H PHOTO-VIDEO	C/O 1: INCREASE BY $2,065.47; AUDIO VISUAL EQUIPMENT; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$18,713.22

BOARD DETAIL REPORT

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003138	T-MOBILE	C/O 1: INCREASE BY $900.00; 2023-24 BLANKET ORDER; CELL PHONE SERVICE	SUPERINTENDENT ´S OFFICE	010	$2,060.69
24003157	MACMILLAN HOLDINGS, LLC	BOOKS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$99.16
24003194	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES AND BOOKS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$462.21
24003195	TRULITE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$82.81
24003196	BURBANK IRRIGATION SUPPLY	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$100.31
24003197	BLAINE WINDOW HARDWARE INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$361.02
24003198	GORDY'S WELDING SUPPLY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$426.01
24003199	LAGUNA CLAY CO	CLASSROOM SUPPLIES; AMS FUNDS	MC KINLEY ELEMENTARY	010	$446.87
24003200	SMALLEY & COMPANY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$65.41
24003201	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$125.30
24003202	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$730.07
24003203	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$214.72
24003204	KR NIDA CORPORATION	COMMUNICATION EQUIPMENT; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$834.17
24003205	SIMON & SCHUSTER, INC	BOOKS; TITLE I FUNDS	STEVENSON ELEMENTARY	010	$529.99
24003206	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$511.85
24003207	U.S. POSTAL SERVICE	BULK MAILING PERMIT; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$320.00
24003208	ARCADE & PARTY RENTALS BY GEMS, INC.	FURNITURE RENTAL FOR PROMOTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$908.00
24003209	NORTHERN SAFETY & INDUSTRIAL	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FISCAL SERVICES	010	$134.45
24003210	UPTIMELY, INC.	SOFTWARE LICENSE	TECHNOLOGY SERVICES	010	$445.90
24003212	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$947.87
24003213	US BANK NATIONAL ASSOCIATION	TECHNOLOGY REPAIR	TECHNOLOGY SERVICES	010	$150.00
24003214	BIO-RAD LABORATORIES, INC	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$271.78
24003215	AMAZON CAPITAL SERVICES	OFFICE AND CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT AND ASE/GED FUNDS	BURBANK ADULT SCHOOL	110	$1,874.92

BOARD DETAIL REPORT

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003216	SANDRA DE BARROS	CONSULTANT AGREEMENT; CHILDCARE PLANNING SERVICES; ELOP FUNDS; BOARD APPROVED 2/1/24	INSTRUCTIONAL SERVICES	010	$37,500.00
24003217	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$328.37
24003218	EPPORT, KAREN LYNN	PROFESSIONAL SERVICES AGREEMENT; SPEECH AND LANGUAGE IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/1/24	SPECIAL EDUCATION	010	$10,500.00
24003219	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$96.31
24003220	APPLE COMPUTER ED SALES	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE FUNDS	WAREHOUSE	010	$58,580.49
24003221	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MC KINLEY ELEMENTARY	010	$210.48
24003222	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER EQUIPMENT; K12 STRONG WORKFORCE GRANT	WAREHOUSE	010	$4,662.95
24003223	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$115.78
24003224	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$139.36
24003225	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$98.05
24003226	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$55.14
24003227	DEMCO INC	OFFICE SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$353.94
24003228	COMMERCIAL DOOR OF LOS ANGELES COUNTY	ELECTRIC GATE REPAIR AT DISTRICT OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,728.00
24003229	PEARSON EDUCATION, INC.	BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$1,432.48
24003230	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	Health Services	010	$156.06
24003231	ULINE - Attn: ACCOUNTS RECEIVABLES	PICNIC TABLES AND JANITORAL SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$9,743.77
24003232	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	SUPERINTENDENT ´S OFFICE	010	$623.70
24003234	JOSTENS, INC.	DIPLOMAS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$954.44
24003235	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; KNOTT'S BERRY FARM; GIFT FUNDS	EMERSON ELEMENTARY	010	$2,600.00
24003236	CAL GROVE RENTALS INC	RENTAL EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$273.91
24003237	VO, KATELYN	REIMBURSEMENT TO TEACHER FOR COMPUTER APP; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$59.88
24003238	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; GIFT FUNDS	DISNEY ELEMENTARY	010	$14.32

BOARD DETAIL REPORT

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003239	SPECIAL EDUCATION PARENTS	CARRYOVER PO 23001242; REIMBURSEMENT TO PARENTS FOR EDUCATIONALLY RELATED SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 7/20/23	SPECIAL EDUCATION	010	$16,980.16
24003240	CI SOLUTIONS	OFFICE SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,356.66
24003241	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT SHREDDING SERVICES	JEFFERSON ELEMENTARY	010	$85.00
24003242	JABBERDOGS	CONSULTANT AGREEMENT; SPEECH AND LANGUAGE SERVICES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/1/24	SPECIAL EDUCATION	010	$3,240.00
24003243	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$140.13
24003244	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$76.06
24003245	LEARNING DYNAMICS INC	CONSULTANT AGREEMENT; NEUROPSYCHOLOGICAL EDUCATIONAL IEE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/1/24	SPECIAL EDUCATION	010	$5,750.00
24003246	VERNIER SOFTWARE & TECHNOLOGY	LAB EQUIPMENT; GIFT FUNDS	WAREHOUSE	010	$11,928.63
24003247	CDW-G - COMPUTER DISCOUNT WHSE	AUDIO VISUAL EQUIPMENT; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$2,085.93
24003248	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$110.24
24003249	PUMPMAN HOLDINGS LLC	POOL PUMP AND MOTOR REPLACEMENT AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$54,560.00
24003250	AREY JONES EDUCATIONAL SOLUTIONS	TECHNOLOGY SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$784.21
24003251	WAXIE SANITARY SUPPLY	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$72.72
24003252	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$58.28
24003253	RAGLE, JASON	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$233.20
24003254	QUITERIO, CINDY	REIMBURSEMENT TO EXECUTIVE ASSISTANT TO SUPERINTENDENT FOR FOOD FOR EVENT	SUPERINTENDENT ´S OFFICE	010	$114.34
24003255	JUNGE, LINDA	REIMBURSEMENT TO ASSISTANT SUPERINTENDENT FOR FOOD FOR EVENT	INSTRUCTIONAL SERVICES	010	$403.78
24003256	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT SHREDDING SERVICES	LUTHER BURBANK MIDDLE SCHOOL	010	$142.10
24003257	US AIR CONDITIONING DISTRIBUTORS	HVAC REPAIR PARTS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,099.81
24003258	AMAZON CAPITAL SERVICES	MUSICAL INSTRUMENT; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$691.49
24003259	AMAZON CAPITAL SERVICES	MUSICAL INSTRUMENT; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$664.44

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003260	MORHIL GROUP, INC	CUSTOM CLOTHING; FILM LA FUNDS	FACILITIES SERVICES	010	$688.51
24003261	JUNKERMEIER, JOSHUA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES; CTE INCENTIVE GRANT	INSTRUCTIONAL SERVICES	010	$111.16
24003262	US BANK NATIONAL ASSOCIATION	CLASSROOM SUPPLIES; GIFT FUND	EMERSON ELEMENTARY	010	$180.00
24003263	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$11,900.00
24003264	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$159.02
24003265	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	DISNEY ELEMENTARY	010	$126.53
24003266	LOWE'S HOME IMPROVEMENT	JANITORIAL SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$494.54
24003267	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	EDISON ELEMENTARY	010	$114.17
24003268	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$70.32
24003269	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$471.43
24003270	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$243.08
24003271	ACE LS PARTY RENTS	GRADUATION RENTALS	LUTHER BURBANK MIDDLE SCHOOL	010	$1,675.00
24003272	AMAZON CAPITAL SERVICES	STORAGE SHED; SPECIAL EDUCATION FUNDS	WAREHOUSE	010	$595.34
24003273	FIELDTURF USA INC	TURF REPAIR AT JOHN BURROUGHS HIGH SCHOOL; CITY OF BURBANK-ATHLETIC FIELD FUNDS	FACILITIES SERVICES	010	$1,295.00
24003274	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$1,704.82
24003275	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$139.99
24003276	LEONIS ADOBE MUSEUM	FIELD TRIP ADMISSION; LEONIS ADOBE MUSEUM; GIFT FUNDS	EDISON ELEMENTARY	010	$1,029.00
24003277	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$134.19
24003278	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$485.10
24003279	FIRST STUDENT, INC	STUDENT TRANSPORTATION; GREATER LA AGENCY ON DEAFNESS; MEDI-CAL FUNDS	SPECIAL EDUCATION	010	$1,001.20
24003280	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CALIFORNIA SCIENCE CENTER; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,957.50
24003281	NORTHERN SAFETY & INDUSTRIAL	GROUNDS SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,592.42
24003282	FAST DEER BUS CHARTER INC	STUDENT TRANSPORTATION; LOS ALAMITOS HIGH SCHOOL; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$3,496.00

BOARD DETAIL REPORT

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003283	ECHEVERRIA, ELSA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$97.94
24003284	PIONEER CHEMICAL CO	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$398.66
24003285	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$1,514.64
24003286	MURRAY, KATIE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$98.82
24003287	PHAN, JOHN	REIMBURSEMENT TO TEACHER FOR ART SUPPLIES	BURBANK HIGH SCHOOL	010	$690.53
24003288	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$95.95
24003289	FROELICH, KELLY	REIMBURSEMENT TO PARENT FOR FOOD FOR EVENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$173.41
24003290	BROOKS, MARY	REIMBURSEMENT TO GUIDANCE TECH FOR OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$35.28
24003291	VOURNAS, ANASTASIA	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES	MUIR MIDDLE SCHOOL	010	$116.62
24003292	TRULITE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$144.93
24003293	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$98.45
24003294	STOCKTON, STEPHANIE	REIMBURSEMENT TO PARENT FOR FOOD AND EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$391.11
24003295	FIRST STUDENT, INC	STUDENT TRANSPORTATION; LOS ANGELES ZOO; GIFT FUNDS	EDISON ELEMENTARY	010	$1,905.58
24003296	FLORES, JENNIFER	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR INSTRUCTIONAL MATERIALS	EDISON ELEMENTARY	010	$46.75
24003297	GIVEN, SARAH	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL SUPPLIES; CTEIG FUNDS	INSTRUCTIONAL SERVICES	010	$39.31
24003298	FROELICH, KELLY	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$283.40
24003299	AMAZON CAPITAL SERVICES	BOOKS	BURBANK HIGH SCHOOL	010	$396.46
24003300	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$2,010.56
24003301	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$139.74
24003302	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$2,436.21
24003303	DIAMOND, ERIN	REIMBURSEMENT TO TEACHER FOR CLSSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$296.16
24003304	FLORES, JENNIFER	REIMBURSEMENT TO TEACHER FOR INSTRUCTIONAL MATERIALS	EDISON ELEMENTARY	010	$10.50
24003305	TRUELINE CONSTRUCTION & SURFACING, INC.	THREE PERMANENT PICKLEBALL COURTS AT LUTHER BURBANK MIDDLE SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$23,715.00

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24003306	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$55.01
24003307	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$128.82
24003309	HARMON, LAURIE A	2023-24 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,833.64
24003310	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$54.33
24003311	MACIAS, SANDRA	INSTRUCTIONAL SUPPLIES; CTEIG FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$19.86
24003312	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS AND CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$195.56
24003313	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$655.69
24003314	IONIZED LLC	OFFICE SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$0.15
24003315	AGHAKHANIAN, ARMOND	REIMBURSEMENT TO BOARD OF DIRECTORS VICE PRESIDENT FOR EVENT FEES	SUPERINTENDENT ´S OFFICE	010	$125.00
24003316	PREMIER LIGHTING & PROD CO	STAGE EQUIPMENT; ARTS FOR ALL FUNDS	BURBANK HIGH SCHOOL	010	$6,407.91
24003317	US BANK NATIONAL ASSOCIATION	FIELD TRIP ADMISSION; GIFT FUNDS	EMERSON ELEMENTARY	010	$8,208.00
24003318	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$255.74
24003319	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$202.64
24003320	AREY JONES EDUCATIONAL SOLUTIONS	COMPUTER MONITORS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$731.80
24003321	PAUL, MICHAEL G	CONSULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 9/7/23	BRET HARTE ELEMENTARY	010	$2,250.00
24003322	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$134.70
24003323	AMAZON CAPITAL SERVICES	LANGUAGE TRANSLATORS; TITLE III FUNDS	EDISON ELEMENTARY	010	$1,102.41
24003324	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$224.01
24003325	SCHOOL SPECIALTY, INC	PE EQUIPMENT; GIFT AND GENERAL FUNDS	JEFFERSON ELEMENTARY	010	$429.17
24003326	IN-HOUSE SOUND, LLC	STAGE EQUIPMENT; AMS FUNDS	JEFFERSON ELEMENTARY	010	$1,182.92
24003327	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$350.60
24003328	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$108.03
24003329	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$180.17
24003330	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$101.17
24003331	CALIFORNIA SCIENCE CENTER & IMAX THEATER	FIELD TRIP ADMISSION; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$821.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003332	US BANK NATIONAL ASSOCIATION	BUS TRANSPORTATION FOR FAMILIES IN TRANSIT; AMER. RESCUE PLAN - HOMELESS CHILD & YOUTH FUNDS	Student Services	010	$240.00
24003333	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$184.96
24003334	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$175.26
24003335	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$178.99
24003336	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$138.01
24003337	J.W. PEPPER & SONS, INC	2023-24 BLANKET ORDER; SHEET MUSIC	JOHN BURROUGHS HIGH SCHOOL	010	$250.00
24003338	FIRST STUDENT, INC	STUDENT TRANSPORTATION; UNDERWOOD FAMILY FARMS; GIFT FUNDS	EDISON ELEMENTARY	010	$1,981.40
24003339	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$247.68
24003340	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$218.48
24003341	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE	INSTRUCTIONAL SERVICES	010	$635.90
24003342	JAMISON, MOZHDEH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$123.97
24003343	FIRST STUDENT, INC	STUDENT TRANSPORTATION; DESCANSO GARDENS; GIFT FUNDS	EDISON ELEMENTARY	010	$917.00
24003344	AUTRY MUSEUM OF THE AMERICAN WEST	FIELD TRIP ADMISSION; AUTRY MUSEUM; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$152.00
24003345	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$699.60
24003346	AUTRY MUSEUM OF THE AMERICAN WEST	FIELD TRIP ADMISSION; AUTRY MUSEUM; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$152.00
24003347	CROFOOT, LEONARD JOHN	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/15/24	EMERSON ELEMENTARY	010	$1,800.00
24003348	EDGE GAIN LTD	CONSULTANT AGREEEMENT; ADOBE TRAINING COURSE FOR TEACHERS; CTE FUNDS; BOARD APPROVED 4/20/23	INSTRUCTIONAL SERVICES	010	$3,750.00
24003349	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$287.02
24003350	GTG TRANSPORTATION	STUDENT TRANSPORTATION; STOUGH CANYON NATURE CENTER; GIFT FUNDS	EDISON ELEMENTARY	010	$728.00
24003351	S&K THEATRICAL DRAPERIES INC	STAGE CURTAIN REPAIRS AT EDISON ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,050.00
24003352	AMAZON CAPITAL SERVICES	GIFTS FOR VOLUNTEERS; GIFT FUNDS	EMERSON ELEMENTARY	010	$119.00
24003353	AMAZON CAPITAL SERVICES	OFFICE AND CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$129.95
24003354	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$163.71
24003355	AMAZON CAPITAL SERVICES	OFFICE AND CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$143.33

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003356	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE III - LEP FUNDS	WASHINGTON ELEMENTARY	010	$275.60
24003357	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$95.72
24003358	AIR CONDITIONING SOLUTIONS INC.	ASSESS LEAKING OIL PUMP FOR AIR COOLED CHILLER AT JOHN BURROUGHS HIGH SCHOOL	FACILITIES SERVICES	010	$1,302.00
24003359	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$87.02
24003360	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; COMMUNITY DAY SCHOOL FUNDS	COMMUNITY DAY SCHOOL	010	$184.35
24003361	SANDRA DE BARROS	CONTULTANT AGREEMENT; ASSISTANCE WITH SCHOOL SAFETY PLANS; BOARD APPROVED 2/15/24	INSTRUCTIONAL SERVICES	010	$3,000.00
24003362	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$59.85
24003363	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	STEVENSON ELEMENTARY	010	$131.81
24003364	SERBAN SOUND AND COMMUNICATIONS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,890.10
24003365	KNOOP, JULIE	REIMBURSEMENT TO TEACHER FOR FOOD; CTE FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$8.02
24003366	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO OFFICE MANAGER FOR SAFETY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$379.09
24003367	NOGUERA, JUAN	REIMBURSEMENT TO SCHOOL DIRECTOR FOR ADVERTISEMENTS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$99.98
24003368	AREY JONES EDUCATIONAL SOLUTIONS	LAPTOP COMPUTERS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$71,636.94
24003369	AREY JONES EDUCATIONAL SOLUTIONS	TOUCHSCREEN VIEWBOARDS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$18,854.93
24003370	DAWSON, MARGARET M.	CONSULTANT AGREEMENT; PARENT DEVELOPMENT SESSIONS; TITLE I FUNDS; BOARD APPROVED 2/15/24	DOLORES HUERTA MIDDLE SCHOOL	010	$3,200.00
24003371	VASQUEZ, JONATHAN	REIMBURSEMENT TO COUNSELOR FOR CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$103.98
24003372	SCANTRON CORPORATION	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$10,651.35
24003373	AREY JONES EDUCATIONAL SOLUTIONS	TECHNOLOGY SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$264.38
24003374	LAVENTURE, TODD	REIMBURSEMENT TO ACADEMIC DEPARTMENT CHAIR FOR GED PRACTICE TESTS AND SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$229.80
24003375	PUMPMAN HOLDINGS LLC	TEMPORARY POOL PUMP INSTALLATION AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$23,744.00

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24003377	GOLDAK, INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$715.52
24003378	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS FUNDS	EMERSON ELEMENTARY	010	$224.46
24003379	AMAZON CAPITAL SERVICES	TESTING SUPPLIES; CAASPP TESTING FUNDS	INSTRUCTIONAL SERVICES	010	$3,183.93
24003380	MONTGOMERY HARDWARE COMPANY	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MUIR MIDDLE SCHOOL	010	$209.27
24003381	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$125.02
24003382	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	BURBANK HIGH SCHOOL	010	$324.44
24003383	LEONIS ADOBE MUSEUM	FIELD TRIP ADMISSION; LEONIS ADOBE MUSEUM; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,213.00
24003384	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$128.87
24003385	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$151.81
24003386	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$159.60
24003387	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$246.55
24003388	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	JEFFERSON ELEMENTARY	010	$292.97
24003389	PW ATHLETIC MFG CO	MANUFACTURER PRE-CHECK FEES	FACILITIES SERVICES	213	$900.00
24003390	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT; STEM GRANT	LUTHER BURBANK MIDDLE SCHOOL	010	$6,375.95
24003391	UME FEDERAL CREDIT UNION	SOFTWARE LICENSE; GIFT FUNDS	MILLER ELEMENTARY	010	$374.65
24003392	ULINE - Attn: ACCOUNTS RECEIVABLES	CUSTODIAL SUPPLIES;	LUTHER BURBANK MIDDLE SCHOOL	010	$578.51
24003393	CADE, EMILY	REIMBURSEMENT TO PARENT FOR CLSSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$112.20
24003394	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; AUTRY MUSEUM; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,400.00
24003395	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; WILDLIFE LEARNING CENTER; GIFT FUNDS	MILLER ELEMENTARY	010	$525.00
24003396	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CABRILLO MARINE AQUARIUM; GIFT FUNDS	MILLER ELEMENTARY	010	$691.25
24003397	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CABRILLO AQUARIUM; GIFT FUNDS	MILLER ELEMENTARY	010	$606.25
24003398	BLINDER, ERIC	REIMBURSEMENT TO TEACHER FOR FIELD TRIP RESERVATION; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$25.00
24003399	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; CABRILLO AQUARIUM; GIFT FUNDS	MILLER ELEMENTARY	010	$750.00
24003400	DIAMOND, ERIN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$95.22

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24003401	SPECIAL EDUCATION PARENTS	REIMBURSEMENT TO PARENTS FOR EDUCATIONAL AND TRAVEL EXPENSES; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/1/24	SPECIAL EDUCATION	010	$290,000.00
24003402	LAGUNA CLAY CO	CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$241.86
24003403	SLIM JPA C/O LAS VIRGENES USD	SEPARATION AGREEMENT; BOARD APPROVED 12/21/17	FISCAL SERVICES	010	$23,367.82
24003404	SCHLOYER EDUCATIONAL AUDIOLOGY ASSOCIATES	CONSULTANT AGREEMENT; AAC ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 12/21/23	SPECIAL EDUCATION	010	$3,500.00
24003405	WESTERN ALLIED CORPORATION	WALK-IN FREEZER REPAIR AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,382.00
24003406	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; CSUN; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$700.00
24003407	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$297.73
24003408	RIFTON EQUIPMENT	FURNITURE; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$2,816.34
24003409	PEPPERDINE UNIVERSITY	CONFERENCE FEES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$5,200.00
24003410	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES AGREEMENT; CREDENTIALED SPED TEACHERS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/15/24	SPECIAL EDUCATION	010	$56,888.00
24003411	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; DISNEYLAND; ACCOUNTS RECEIVABLE FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,200.00
24003412	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; STOUGH CANYON NATURE CENTER; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$750.00
24003413	MULLIGAN, KATE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EMERSON ELEMENTARY	010	$505.25
24003414	DAGATA, PATTY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$100.00
24003415	HOWITT, ELAYNE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	BURBANK ADULT SCHOOL	010	$600.00
24003416	HESS-WITUCKI, MAGGIE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$16.54
24003417	KIM, BARBARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$100.00
24003418	PICKETT, JONELLE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; ARTS FOR ALL FUNDS	BURBANK HIGH SCHOOL	010	$75.06
24003419	BARZEGAR, NARINEH	REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS	BURBANK HIGH SCHOOL	010	$67.86
24003420	FONG, ROBERTA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$51.91

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24003421	GARCIA, ARIANNA	REIMBURSEMENT TO SECRETARY FOR FOOD FOR EVENT; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$155.19
24003422	BARZEGAR, NARINEH	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR EVENT; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$100.57
24003423	HOLLAND, MICHELLE	CONSULTANT AGREEMENT; CULINARY ARTS INSTRUCTION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/1/24	MAGNOLIA PARK	010	$4,000.00
24003424	PRINTERSAURUS REX, INC.	CUSTOM CLOTHING; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,267.82
24003425	AMAZON CAPITAL SERVICES	OFFICE AND TECHNOLOGY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$116.82
24003426	AMAZON CAPITAL SERVICES	HEALTH SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$110.58
24003427	KING'S CUSTOM SHEET METAL	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	BURBANK HIGH SCHOOL	010	$231.53
24003428	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT SHREDDING SERVICES	EMERSON ELEMENTARY	010	$200.00
24003429	DECKER EQUIPMENT/SCHOOL FIX	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$405.19
24003430	EATON, ELIZABETH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$310.79
24003431	JOSTENS, INC.	DIPLOMAS AND COVERS	JOHN BURROUGHS HIGH SCHOOL	010	$8,684.24
24003432	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$200.90
24003433	MORRIS, JUSTIN	REIMBURSEMENT TO PARENT FOR GARDENING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$70.96
24003434	JUNIOR LIBRARY GUILD	BOOKS; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$637.77
24003435	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$505.98
24003436	JONES SCHOOL SUPPLY CO INC	STAFF AWARDS; GIFT FUNDS	EMERSON ELEMENTARY	010	$174.55
24003437	ALL AMERICAN TROPHY & ENGRAVING CO	PLAQUES	SUPERINTENDENT ´S OFFICE	010	$54.02
24003438	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMS AND CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$183.87
24003439	WORLD'S FINEST CHOCOLATE, INC.	FUNDRAISING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$3,420.00
24003440	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$531.10
24003441	SCHOOL OUTFITTERS	FURNITURE; GIFT FUNDS	WAREHOUSE	010	$2,804.85
24003442	4A CRANE SERVICE CO.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	STEVENSON ELEMENTARY	010	$500.00
24003443	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$332.57
24003444	AREY JONES EDUCATIONAL SOLUTIONS	LAPTOP COMPUTER; GIFT FUNDS	MILLER ELEMENTARY	010	$1,806.47
24003445	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES AND EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,892.59

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003446	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$4,356.25
24003447	BOYLE, KATHRYN	SOFTWARE LICENSE; BOARD APPROVED 6/15/23	LUTHER BURBANK MIDDLE SCHOOL	010	$35.88
24003448	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$3,165.00
24003449	LEWIS EVENTS	CONSULTANT AGREEMENT; HISTORY ACTIVITIES; GIFT FUNDS; BOARD APPROVED 2/1/24	MILLER ELEMENTARY	010	$1,115.00
24003450	UME FEDERAL CREDIT UNION	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$978.54
24003451	DE ARMENDI, MOLLYE	REIMBURSEMENT TO FUNDRAISING COMMITEE FOR FUNDRAISING SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$957.01
24003452	AVILA, JUAN	REIMBURSEMENT TO INTERVENTION SPECIALIST FOR FOOD; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$29.51
24003453	HOWARD, COREY	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; FILM LA FUNDS	MUIR MIDDLE SCHOOL	010	$60.00
24003454	PLUMBING WHOLESALE OUTLET INC	PLUMBING EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$591.56
24003455	VARGAS, WENDY	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT AND GENERAL FUNDS	MUIR MIDDLE SCHOOL	010	$110.30
24003456	CRYSTAL, LISA	REIMBURSEMENT TO TEACHER FOR FOOD FOR EVENT; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$113.11
24003457	RUBEN, JENNIFER	REIMBURSEMENT TO TEACHER FOR FUNDRAISING SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$98.99
24003458	PLUMBING WHOLESALE OUTLET INC	PLUMBING PARTS AND EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,086.44
24003459	CONDINE, CHRISTINA	REIMBURSEMENT TO TEACHER FOR SOFTWARE	LUTHER BURBANK MIDDLE SCHOOL	010	$35.88
24003460	FIELDS, JENNA	REIMBURSEMENT TO PSYCHOLOGIST FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$155.02
24003461	LEWIS, LAQUANNIA	REIMBURSEMENT TO TEACHER FOR SOFTWARE	LUTHER BURBANK MIDDLE SCHOOL	010	$35.88
24003462	BARNES, DAWN	REIMBURSEMENT TO TEACHER FOR SOFTWARE	LUTHER BURBANK MIDDLE SCHOOL	010	$35.88
24003463	ERIKSON, ASHLEY	REIMBURSEMENT TO PARENT FOR GARDENING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$89.69
24003464	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; PERKINS GRANT	JOHN BURROUGHS HIGH SCHOOL	010	$187.24
24003465	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$560.95
24003466	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$123.97
24003467	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$197.04
24003468	AMAZON CAPITAL SERVICES	FURNITURE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$390.13
24003469	LIGHTSPEED TECHNOLOGIES	AUDIO VISUAL SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$44.28

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003470	PRINTERSAURUS REX, INC.	EVENT SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$2,087.50
24003471	AMAZON CAPITAL SERVICES	FURNITURE; GIFT FUNDS	EMERSON ELEMENTARY	010	$155.39
24003472	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD FOR MEETINGS; FILM LA FUNDS	MUIR MIDDLE SCHOOL	010	$344.52
24003473	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR STAFF APPRECIATION FOOD AND GIFTS; FILM LA AND GENERAL FUNDS	MUIR MIDDLE SCHOOL	010	$66.90
24003474	CONTINENTAL ATHLETIC SUPPLY, INC	FOOTBALL HELMET REPAIR AND RECERTIFICATION	JOHN BURROUGHS HIGH SCHOOL	010	$5,299.49
24003475	AREVALO, MARIANNA	REIMBURSEMENT TO TEACHER FOR CUSTOM CLOTHING; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$342.01
24003476	EMPIRE FLOOR MACHINE CO.	JANITORIAL AND MAINTENANCE SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$386.13
24003477	SKAUG TRUCK BODY WORKS	STAKE TRUCK REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,852.73
24003478	TYERMAN'S AUTOMOTIVE	EQUIPMENT REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$200.00
24003479	CALIFORNIA SCIENCE CENTER & IMAX THEATER	FIELD TRIP ADMISSION; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$370.00
24003480	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$2,192.50
24003481	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$2,581.25
24003482	ANBRASS MUSIC	INSTRUMENT REPAIR; ACCOUNTS RECEIVABLE FUNDS	MUIR MIDDLE SCHOOL	010	$445.00
24003483	MB DANCE INC	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/15/24	DISNEY ELEMENTARY	010	$7,650.00
24003484	DICK BLICK CO	CLASSROOM SUPPLIES; AMS FUNDS	STEVENSON ELEMENTARY	010	$138.08
24003485	SCHOOL MATE	CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,001.07
24003486	B & H PHOTO-VIDEO	AUDIO VISUAL SUPPLIES; PERKINS FUNDS	BURBANK HIGH SCHOOL	010	$2,381.73
24003487	FAST DEER BUS CHARTER INC	STUDENT TRANSPORTATION; CALIFORNIA SCIENCE CENTER; MAA FUNDS AND ACCOUNTS RECEIVABLE	MUIR MIDDLE SCHOOL	010	$1,748.00
24003488	ANBRASS MUSIC	INSTRUMENT REPAIR	JOHN BURROUGHS HIGH SCHOOL	010	$300.00
24003489	LABYRINTH LEARNING	BOOKS; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$5,020.79
24003490	AMAZON CAPITAL SERVICES	PHOTOGRAPHY EQUIPMENT	JOHN BURROUGHS HIGH SCHOOL	010	$1,842.26
24003491	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	MUIR MIDDLE SCHOOL	010	$130.35
24003492	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES	PROVIDENCIA ELEMENTARY	010	$176.33

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003493	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MILLER ELEMENTARY	010	$292.86
24003494	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE AND EQUIPMENT; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$5,077.00
24003495	AMAZON CAPITAL SERVICES	FURNITURE	STEVENSON ELEMENTARY	010	$151.62
24003496	AMAZON CAPITAL SERVICES	PLAYGROUND SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$89.04
24003497	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$27.55
24003498	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$199.51
24003499	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$340.23
24003500	UME FEDERAL CREDIT UNION	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$458.38
24003501	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	EDISON ELEMENTARY	010	$194.40
24003502	AMAZON CAPITAL SERVICES	MAILROOM EQUIPMENT	LUTHER BURBANK MIDDLE SCHOOL	010	$527.00
24003503	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$322.83
24003504	AMAZON CAPITAL SERVICES	CLASSROOM AND TECHNOLOGY SUPPLIES; MEDI-CAL FUNDS	EMERSON ELEMENTARY	010	$72.15
24003505	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$324.71
24003506	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$1,756.62
24003507	VALENCIANO, PATRICIA	REIMBURSEMENT TO FUNDRAISISNG CHAIR FOR DEPOSIT ON CUSTOM T-SHIRTS; GIFT FUNDS	EMERSON ELEMENTARY	010	$2,087.50
24003508	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$2,941.30
24003509	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; STEM GRANT	PROVIDENCIA ELEMENTARY	010	$169.40
24003510	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES; GIFT FUNDS	EMERSON ELEMENTARY	010	$334.08
24003511	BURLINGTON ENGLISH INC.	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$12,800.00
24003512	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	JEFFERSON ELEMENTARY	010	$69.39
24003513	ABDO PUBLISHING COMPANY	BOOKS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$723.79
24003514	CDW-G - COMPUTER DISCOUNT WHSE	DESKTOP COLOR PRINTER; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$547.42
24003515	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES	JOHN BURROUGHS HIGH SCHOOL	010	$500.00
24003516	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES	MONTEREY HIGH SCHOOL	010	$114.66
24003517	CDW-G - COMPUTER DISCOUNT WHSE	OFFICE SUPPLIES	BRET HARTE ELEMENTARY	010	$112.46
24003518	DE LA CRUZ, RUBY	REIMBURSEMENT TO ATTENDANCE TECH FOR FOOD; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$69.16

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003519	JUNIOR LIBRARY GUILD	BOOKS	DOLORES HUERTA MIDDLE SCHOOL	010	$304.38
24003520	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$105.51
24003521	SCHOLASTIC INC.	MAGAZINES	JOHN BURROUGHS HIGH SCHOOL	010	$384.62
24003522	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,182.88
24003524	THE HOME DEPOT F/K/A SUPPLYWORKS	LANDSCAPING TOOLS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$71.57
24003525	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; KIDSPACE MUSEUM; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$1,400.00
24003526	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; DISNEYLAND; ACCOUNTS RECEIVABLE	LUTHER BURBANK MIDDLE SCHOOL	010	$1,200.00
24003527	LAKESHORE CURRICULUM MATERIAL	CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT AND GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$54.89
24003528	JUNKERMEIER, JOSHUA	CLASSROOM SUPPLIES; K12 STRONG WORKFORCE GRANT	BURBANK HIGH SCHOOL	010	$106.23
24003529	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$100.54
24003530	REALLY GOOD STUFF LLC	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$93.66
24003531	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE III IMMIGRATION EDUCATION FUNDS	JEFFERSON ELEMENTARY	010	$413.40
24003533	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; TITLE III IMMIGRATION EDUCATION AND GIFT FUNDS	STEVENSON ELEMENTARY	010	$771.69
24003534	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$194.94
24003535	TAYLOR PROMOTIONAL PRODUCTS INC.	CLSSROOM SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,867.22
24003536	BERTRAND'S MUSIC	CLASSROOM EQUIPMENT; ARTS FOR ALL, GIFT, AND FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$6,124.39
24003537	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT AND GENERAL FUNDS	JEFFERSON ELEMENTARY	010	$196.63
24003538	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD AND CLASSROOM SUPPLIES; FILM LA AND GENERAL FUNDS	MUIR MIDDLE SCHOOL	010	$524.74
24003539	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$221.10
24003540	PREMIER LIGHTING & PROD CO	AUDIO VISUAL SUPPLIES; AMS FUNDS	JEFFERSON ELEMENTARY	010	$312.23
24003541	LEADERSHIP BURBANK	MEMBERSHIP DUES	SUPERINTENDENT ´S OFFICE	010	$300.00
24003542	UME FEDERAL CREDIT UNION	CLASSROOM SUPPLIES	JEFFERSON ELEMENTARY	010	$76.07
24003543	CDW-G - COMPUTER DISCOUNT WHSE	TECHNOLOGY SUPPLIES; TITLE I FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$6,394.50
24003544	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	STEVENSON ELEMENTARY	010	$493.44
24003545	KELLY SPICERS	WAREHOUSE STOCK; COPY PAPER	WAREHOUSE	010	$28,153.44

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003546	BROOKS, MARY	REIMBURSEMENT TO GUIDANCE TECH FOR GARDENDING SUPPLIES	MUIR MIDDLE SCHOOL	010	$21.64
24003547	GERONIMO, EDGARDO	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$121.50
24003548	PREMIER LIGHTING & PROD CO	LIGHTING EQUIPMENT RENTAL; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$132.86
24003549	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	ART SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$56.97
24003550	UME FEDERAL CREDIT UNION	PLAYGROUND SUPPLIES; COMMUNITY DAY SCHOOL FUNDS	COMMUNITY DAY SCHOOL	010	$44.07
24003552	NODILO, SUSAN	REIMBURSEMENT TO PARENT FOR GARDENING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$31.00
24003553	DUFFIELD, REBECCA	CONSULTANT AGREEMENT; PHOTOGRAPHY LESSONS; GIFT FUNDS; BOARD APPROVED 11/16/23	JEFFERSON ELEMENTARY	010	$2,250.00
24003554	JACKSON, REBECCA	REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$20.97
24003555	NASCO WEST	CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$76.02
24003556	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$462.49
24003557	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$890.16
24003558	KING, JENNIFER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$125.79
24003559	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	TECHNOLOGY SERVICES	010	$471.32
24003560	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$215.85
24003561	CAROLINA BIOLOGICAL SUPPLY CO	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,189.65
24003562	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$3,521.89
24003563	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	STEVENSON ELEMENTARY	010	$49.35
24003564	NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPA	STUDENT AWARDS; GIFT FUNDS	DISNEY ELEMENTARY	010	$221.26
24003565	AZTEC SOFTWARE, LLC	SOFTWARE LICENSE; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$37,965.80
24003566	WOODBURN PRESS LLC	CLASSROOM SUPPLIES; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$116.74
24003567	PRINTERSAURUS REX, INC.	CUSTOM T-SHIRTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$524.82
24003568	CDW-G - COMPUTER DISCOUNT WHSE	COLOR PRINTER	BURBANK HIGH SCHOOL	010	$429.61
24003569	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; UNDERWOOD FAMILY FARMS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$2,400.00
24003570	LEE, JUSTIN	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/15/23	JOHN BURROUGHS HIGH SCHOOL	010	$149.99

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PO Number	Vendor	Description	Site	Fund	Total Amount
24003571	SNOWDEN-FROST, DAWN	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/15/23	JOHN BURROUGHS HIGH SCHOOL	010	$149.99
24003572	MORREALE, KATELYN	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/15/23	JOHN BURROUGHS HIGH SCHOOL	010	$125.88
24003573	PIERCE, EMILY	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSES; BOARD APPROVED 6/15/23	JOHN BURROUGHS HIGH SCHOOL	010	$450.76
24003574	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$636.80
24003575	AMAZON CAPITAL SERVICES	BOOKS	MUIR MIDDLE SCHOOL	010	$129.92
24003576	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$3,300.69
24003577	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$133.11
24003578	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; MEDI-CAL FUNDS	MUIR MIDDLE SCHOOL	010	$76.00
24003579	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$4,417.41
24003580	COSCO FIRE PROTECTION INC	FIRE ALARM REPAIR AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,996.00
24003581	AMAZON CAPITAL SERVICES	CLASSROOM EQUIPMENT AND SUPPLIES; AMS FUNDS	BURBANK HIGH SCHOOL	010	$4,780.90
24003582	B & H PHOTO-VIDEO	OFFICE SUPPLIES; FILM LA FUNDS	BURBANK HIGH SCHOOL	010	$156.41
24003583	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$101.09
24003584	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$559.45
24003585	AMAZON CAPITAL SERVICES	TECHNOLOGY SUPPLIES	BURBANK HIGH SCHOOL	010	$244.08
24003586	CURRICULUM ASSOCIATES INC	CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$183.99
24003587	DUFFY, TARA	REIMBURSEMENT TO PARENT FOR GARDENING SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$108.18
24003588	HESS-WITUCKI, MAGGIE	REIMBURSEMENT TO TEACHER FOR BUS FARE FOR FIELD TRIP; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$27.00
24003589	PACINO, LORI	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR TEACHER OF THE YEAR AWARD	MUIR MIDDLE SCHOOL	010	$17.64
24003590	WALDEN, MELISSA	REIMBURSEMENT TO TEACHER FOR FOOD, CLASSROOM, AND INSTRUCTIONAL SUPPLIES; SPECIAL EDUCATION FUNDS	MUIR MIDDLE SCHOOL	010	$222.16
24003591	JANG, ESTHER	REIMBURSEMENT TO NPA SLP FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$200.00
24003592	VEZINA, DAVID	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$67.71

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24003593	REYES, DALI MERCEDES	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$36.13
24003594	MORRISON, BETH	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$309.12
24003595	NAKASHIMA, KAREN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GENERAL AND GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$108.49
24003596	HESS-WITUCKI, MAGGIE	REIMBURSEMENT TO TEACHER FOR CLASROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$30.77
24003597	DIDONATO, CASEY	REIMBURSEMENT TO CAMPUS SUPERVISOR FOR SERVICE DAY; GENERAL AND GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$273.28
24003598	BURNHAM BENEFITS INSURANCE SERVICES	CONSULTANT AGREEMENT; ACA CONSULTING SERVICES; BOARD APPROVED 12/16/2021	PERSONNEL SERVICES	010	$15,500.00
24003599	GOPHER SPORT	PLAYGROUND SUPPLIES	STEVENSON ELEMENTARY	010	$29.39
24003600	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; SAN GABRIEL MISSION PLAY HOUSE; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$1,500.00
24003601	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; KIDSPACE CHILDREN'S MUSEUM; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$700.00
24003602	SCHOOL ZONE TRANSPORTATION, INC	STUDENT TRANSPORTATION; JOHN BURROUGHS HIGH SCHOOL; ACCOUNTS RECEIVABLE FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$700.00
24003603	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS; OCEAN VIEW TENNIS, VALENCIA HS, AND SAN MARINO HS	JOHN BURROUGHS HIGH SCHOOL	010	$1,725.00
24003604	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; BAND; DOWNEY HS	JOHN BURROUGHS HIGH SCHOOL	010	$771.25
24003605	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; CHEER; KNOTT'S BERRY FARM	JOHN BURROUGHS HIGH SCHOOL	010	$1,300.00
24003606	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; GETTY CENTER; ACCOUNTS RECEIVABLE FUNDS	MAGNOLIA PARK	010	$771.50
24003608	LINKIN PRINTS	CUSTOM CLOTHING; GIFT FUNDS	MONTEREY HIGH SCHOOL	010	$196.25
24003609	KIM, NANCY	REIMBURSEMENT TO MEDIA TECH FOR TOOL SHARPENING SERVICE	MUIR MIDDLE SCHOOL	010	$20.00
24003610	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$169.89
24003611	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$140.36
24003612	USI EDUCATION & GOVERNMENT SALES	CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	HORACE MANN CHILDREN´S CENTER	010	$335.80
24003614	QUEST THERAPY GROUP	CONSULTANT AGREEMENT; HEALTH STAFF SUPPORT; BOARD APPROVED 2/15/24	Student Services	010	$30,000.00

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003615	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; AMER. RESCUE PLAN - HOMELSS CHILD & YOUTH FUNDS	Student Services	010	$1,167.96
24003616	AMAZON CAPITAL SERVICES	BOOKS AND CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$142.49
24003617	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$132.55
24003618	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$102.23
24003619	AMAZON CAPITAL SERVICES	FACILITIES REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$0.02
24003620	AMAZON CAPITAL SERVICES	FACILITIES REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,299.95
24003621	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$181.35
24003622	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$254.24
24003623	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$709.47
24003624	CAROLINA BIOLOGICAL SUPPLY CO	CLASSROOM SUPPLIES; STEM GRANT	MUIR MIDDLE SCHOOL	010	$890.82
24003625	FLINN SCIENTIFIC INC	INSTRUCTIONAL SUPPLIES; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$1,525.90
24003626	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$416.21
24003627	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$71.42
24003628	APPLE COMPUTER ED SALES	TECHNOLOGY SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$418.95
24003629	APPLE COMPUTER ED SALES	IPADS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,581.89
24003630	APPLE COMPUTER ED SALES	IPADS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$4,668.35
24003631	UME FEDERAL CREDIT UNION	OSS STUDENT ADMISSION; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$821.00
24003632	AMAZON CAPITAL SERVICES	BOOKS; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$197.34
24003633	APPLE COMPUTER ED SALES	IPADS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,758.70
24003634	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSIT; AMER. RESCUE PLAN - HOMELESS CHILD AND YOUTH FUNDS	Student Services	010	$105.00
24003635	UME FEDERAL CREDIT UNION	BUS TRANSPORTATION FOR FAMILIES IN TRANSIT; AMER. RESCUE PLAN - HOMELESS CHILD AND YOUTH FUNDS	Student Services	010	$264.00
24003636	DE LA CRUZ, RUBY	REIMBURSEMENT TO ATTENDANCE TECH FOR STAFF GIFT (TEACHER OF THE YEAR)	DOLORES HUERTA MIDDLE SCHOOL	010	$18.73
24003637	WEINBERG, JON	CONSULTANT AGAREEMENT; PHOTOGRAPHY LESSONS; GIFT FUNDS; BOARD APPROVED 3/7/24	BRET HARTE ELEMENTARY	010	$2,500.00

Printed between 02/13/2024 & 03/11/2024

PO Number	Vendor	Description	Site	Fund	Total Amount
24003638	DECKER EQUIPMENT/SCHOOL FIX	CHAIRS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$14,376.06
24003639	KELLEY, SANDRA	REIMBURSEMENT TO COUNSELING ASSISTANT FOR EVENT SUPPLIES	MUIR MIDDLE SCHOOL	010	$70.82
24003640	PRIVATIZER TECHNOLOGIES, LLC	SERVICE CONTRACT	DOLORES HUERTA MIDDLE SCHOOL	010	$649.00
		PO Count:	**457**	**Total:**	**$1,783,970.29**

Printed between 02/13/2024 & 03/11/2024

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	424	$1,575,912.66
110	Adult Education Fund	29	$193,126.56
130	Cafeteria Fund	1	$390.13
213	Building Fund - 3rd Issuance	1	$900.00
670	Self Insurance Fund	2	$13,640.94
		Total:	**$1,783,970.29**

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM : Linda Junge, Assistant Superintendent, Instructional Services

PREPARED BY: Linda Junge, Assistant Superintendent, Instructional Services

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: April 4, 2024

SUBJECT: Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024

Background:

The Williams Lawsuit Settlement Quarterly Report and its procedures are required by the State in order for the public to have a means by which to file complaints alleging violation of federal or state laws or regulations governing various educational programs.

Discussion and Issues:

All school districts are required to report summarized data on the nature and resolution of all complaints addressing insufficient instructional materials, teacher vacancies and mis-assignment, and emergency or urgent facilities issues on a quarterly basis to the Los Angeles County Superintendent of Schools in accordance with the provisions of the Williams settlement legislation, per Education Code 35186 (SB550 and AB 2727).

This is the third report to the Board of Education for the 2023-2024 school year. There are no incidents to report.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2023-2024, Report Summary No. 3, January 1 through March 31, 2024, as presented.

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities
Leading Educators

Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2023-2024

District Name: Burbank Unified Date: 4/4/24

Person completing this form: Linda Junge Title: Asst. Sup. Instruction

Quarter covered by this report (Check One Below):

☐	1st QTR	July 1 to September 30	Due: October 13, 2023
☐	2nd QTR	October 1 to December 31	Due: January 12, 2024
☑	3rd QTR	January 1 to March 31	Due: April 12, 2024
☐	4th QTR	April 1 to June 30	Due: July 12, 2024

Date for information to be reported publicly at governing board meeting: 4/4/24

Please check the box that applies:

☑ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints:

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0
TOTAL	0	0	0

Print Name of District Superintendent John Paramo

Signature of District Superintendent _____ Date 4/5/24

Submit the **Quarterly Summary** using Canvas Account:
https://lacoepd.instructure.com/courses/715

or mail to:

Los Angeles County Office of Education
c/o Francisco Jimenez, Williams Instructional Materials
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail: Jimenez_Francisco@lacoe.edu

Rev. 04-17-23

TO: Board of Education / Superintendent

Consent 4/4/2024

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

SUBJECT: Certificated Personnel - Report Number 23-24-16. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

ELECTION: ADULT SCHOOL SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CASTRO, FARAH Adult School	Adult Ed Sub Teacher Adult Ed Sub Teacher	11.0-63910.0-41106-10000-1160-5330000	100			3/12/2024
PERLIS, DEBORAH Adult School	Adult Ed Sub Teacher Adult Ed Sub Teacher	11.0-63910.0-41106-10000-1160-5330000	100			2/20/2024

ELECTION: LONG TERM SUB	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
LALICATA, TRACI Jefferson Elementary School	Long Term Sub Teacher 4th Grade	01.0-00000.0-11100-10000-1160-7550000	100			2/16/2024 03/22/2024
BROWN, CAMILLE John Muir Middle School	Teacher Soc Sci - FTE:100%	01.0-00000.0-11100-10000-1160-7550000	100			3/27/2024 3/27/2024

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
SARQUIZ, RICHARD Burbank High School	High School Teacher	01.0-00000.0-11100-10000-1110-4310000	100	RA:006 - ST:24	Began Service 11/1/1986	6/30/2024

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
UDUIGWOME, GEORGE Special Education	Coordinator Special Education Coordinator - FTE:100%	01.0-65000.0-50010-21000-1311-7440000	100	STP: $4452	Began Service 7/24/2023	06/30/2024
FRIEDMAN, PAUL Special Education	Psychologist I Psychologist I - FTE:100%	01.0-00000.0-00000-31200-1214-7440000	100	STP: $4452	Began Service 9/11/2023	06/30/2024
AMIRIAN, SETA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 8/16/2016	2/27/2024
BIGGER, DENA Special Education	Teacher - FTE:100%	01.0-65000.0-57602-11104-1110-3220000	100	STP: $4452	Began service 8/6/2018	06/30/2024

CERTIFICATED PERSONNEL

CONSENT 4/4/2024

CHANGE OF SALARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CUSEO, VICTORIA Burroughs High School	Hs Asst Principal	01.0-00000.0-00000-27000-1313-4320000	100	Salary Rate: $9592.67		7/1/2023

CHANGE OF END DATE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CT-161-23, Human Resources	Elementary Teacher Elem. Tchr-Primary - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	 STP: $1582		2/22/2024 3/5/2024
ATHERTON, DEBRA Burbank High School	Long Term Spec Ed Sub Tchr Sped English	01.0-65000.0-57602-11100-1160-7440000	100			2/28/2024 3/1/2024
RODRIGUEZ, ANTHONY Burbank High School	Long Term Spec Ed Sub Tchr Substitute Teacher	01.0-65000.0-57602-11100-1160-7440000	100			9/14/2023 5/24/2024
VELASQUEZ, SILVIA J Miller Elementary School	Long Term Spec Ed Sub Tchr Special Ed	01.0-65000.0-57602-11100-1160-7440000	100			11/14/2023 5/24/2024
LEVAN, DANIEL Burbank High School	Long Term Sub Teacher	01.0-00000.0-11100-10000-1160-7550000	100			1/30/2024 5/24/2024
COOPER, JACOB Human Resources	Long Term Sub Teacher English	01.0-00000.0-11100-10000-1160-7550000	100			1/23/2024 3/13/2024

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CT-159-23, Human Resources	Elementary Teacher Elem. Tchr-Primary - FTE:100%	01.0-00000.0-11100-10000-1110-2030000	100	RA:006 - ST:24 STP: $1582		2/22/2024 3/8/2024
DAY-OSHITA, IAN J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:02 STP: $3164		3/4/2024 5/24/2024
EVANS, DAVID Luther Middle School	Secondary Teacher PE Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:13 STP: $3164		4/22/2024 5/17/2024
EVANS, DAVID Luther Middle School	Secondary Teacher PE Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3200000	100	RA:006 - ST:13 STP: $3164		8/19/2024 10/11/2024
CM-160-23, Human Resources	Human Resources	12.0-61050.0-00000-21000-1316-7540000 12.0-61050.1-00000-21000-1316-7540000 12.0-90602.0-00000-21000-1316-2050000 12.0-90602.0-00000-21000-1316-2160000	35 35 15 15	RA:019 - ST:08 STP: $1584		2/23/2024 3/8/2024
TAM, IAN Instructional Services	Teacher Leave of Absence - FTE:100%	01.0-00000.0-00000-21300-1910-7420025	100	RA:006 - ST:19 STP: $1528		4/15/2024 4/26/2024

CERTIFICATED PERSONNEL

CONSENT 4/4/2024

RETURN FROM LEAVE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
CHIU, SEONG (GRATA) J Miller Elementary School	Elementary Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:006 - ST:09 STP: $1582		1/8/2024 3/22/2024
ROCHA, CLAUDIA Mc Kinley Elementary School	Elementary Teacher Teacher Dual Immersion -	01.0-62660.0-47601-10000-1110-2099000 01.0-01500.0-47601-10000-1110-2090000	61 39	RA:004 - ST:05 STP: $1582		4/8/2024

ELECTION: SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
HOWARD, CATHLEEN Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		3/1/2024
JOHNSON, LARON Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $200/210		2/27/2024

ELECTION: ADULT SCHOOL	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
BEZAIRE LEWIS, NAOMI Adult School	Teacher: Adult School Adult Teacher:Payroll and	11.0-63910.0-41104-10000-1130-5330000	100	RA:001 - ST:03		3/1/2024 5/24/2024

CORRECTION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
LAMBERT, JULIE Washington Elementary School	Elementary Teacher	01.0-00000.0-11100-10000-1110-2160000	100	RA:006 - ST:24 STP: $1582	To correct retirement date per teacher	6/30/2024

ELECTION: LONG TERM SUBS	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE / ENDING DATE
SYMONS, BRAD Burbank High School	Long Term Spec Ed Sub Tchr SPED	01.0-65000.0-57602-11100-1160-7440000	100	Salary Rate: $250.00		3/11/2024 5/24/2024
TOSTADO, ANDREA Emerson Elementary School	Long Term Sub Teacher 2nd Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		03/04/2024 04/08/2024
VINYARD, GRACE Huerta Middle School	Long Term Sub Teacher growth ELD	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		2/26/2024 5/24/2024
SCHOFIELD, ALBA JOHANNA J Miller Elementary School	Long Term Sub Teacher 1st Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		3/4/2024 5/24/2024
GODLEY, ELIZABETH Jefferson Elementary School	Long Term Sub Teacher 4th Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		3/25/2024 5/24/2024
MANCILLA, KARLA John Muir Middle School	Long Term Sub Teacher Math 6-8	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $327.71		03/01/2024 03/29/2024
ROGERS, SADI John Muir Middle School	Long Term Sub Teacher Math	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		3/25/2024 5/24/2024
JIMENEZ, BRANDON Luther Middle School	Long Term Sub Teacher PE	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		4/22/2024 5/17/2024

CERTIFICATED PERSONNEL

CONSENT 4/4/2024

MORENO, VIRGINIA JANETH Mc Kinley Elementary School	Long Term Sub Teacher 3rd Grade	01.0-00000.0-11100-10000-1160-7550000	100	Salary Rate: $250.00		3/25/2024 5/24/2024

RELEASED FROM DISTRICT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ALLEN, LAURANCE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 2/1/2016	2/15/2024

RELEASED UNAVAILABLE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BOATMAN, JULANA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/05/2023	3/8/2024
BUGGS, YOLANDA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 3/13/2015	3/8/2024
HENRY, TRACY Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/19/2007	3/8/2024
HENRY, TRICIA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 8/28/2000	3/8/2024
JOHNSON, NIA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 2/9/2023	3/8/2024
LEWIS, JEROME Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/7/2019	3/8/2024
MARDI, MOUNIA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 11/7/2016	3/8/2024
MARDROSIANS, CHRISTINE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 01/23/2017	3/8/2024
MENDOZA, SUSAN Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/19/2007	3/8/2024
RODRIGUEZ, EMMA Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 08/07/2023	3/8/2024
TASHIMA, JULIE Human Resources	Sub Tchr/spec Ed Sub Tchr Substitute Teacher	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 10/27/2023	3/8/2024

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-16

April 4, 2024
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Adair, Nathan	Huerta	Intervention Planning	Hourly	$39.67	1	March
Amit, Jaime	Instructional Services	Intervention Planning	Hourly	$39.67	6	February
Arnold, Brandon	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Assali, Hayat	Adult	Additional Assignment	Hourly	$60.43	3	March
Balboa, Alana	Special Education	Additional Duties-Hrly	Hourly	$86.83	15	March - April
Ballesteros, Nida	Roosevelt	Intervention Planning	Hourly	$39.67	3	January
Ballesteros, Nida	Roosevelt	Intervention Teaching	Hourly	$53.46	2	January
Berner, Therese	JBHS	Intervention Planning	Hourly	$39.67	1	February
Binda, Lucien	JBHS	Intervention Planning	Hourly	$39.67	1	February
Bonilla, Cindy	Instr Services	Intervention Planning	Hourly	$39.67	6	February
Bowers, Lucia	Huerta	Intervention Planning	Hourly	$39.67	1	March
Campbell, Rachell	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Concidine, Michael	Instr Services	Intervention Planning	Hourly	$39.67	6	February
Conrad, Amanda	Providencia	Intervention Teaching	Hourly	$53.46	64	March - April
Crespy, Amilyn	CC	Additional duties	Hourly	$34.37	60	March - May
Dagata, Patty	Washington	Intervention Planning	Hourly	$39.67	7	February – April
Dagata, Patty	Washington	Intervention Teaching	Hourly	$53.46	7	February - April
De Luna, Humberto	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Diaz, Cynthia	BHS	Other Hourly	Hourly	$39.67	7.92	March
Dixon, Michelle	Special Ed	Home Hospital	Hourly	$42.39	20.75	January
Dorsey, Erin	Muir	Correct end date-ASB	Stipend	$2656	1	Nov/Feb/April/June
Dorsey, Erin	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Elliott, Jeannette	Monterey	Intervention Planning	Hourly	$39.67	14	February - March
Farmer, Deborah	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Flores, Jennifer	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Fuhr, Amy	Huerta	Saturday School	Daily	$169.90	1	March - May
Gallego, Kathy	Muir	Correct end date-Yrbk	Stipend	$2012	1	Nov/Feb/April/June

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Garfiaz, Jocelyn	CC	Additional Hours OVT	Hourly	$34.37	24	January - May
Ghadarian Mashihi, E	Washington	Intervention Planning	Hourly	$39.67	10	February - April
Godley, Elizabeth	Jefferson	Substitute	Daily	$200.00	.5	March
Gonzalez Al-Ahmar, E	Huerta	Intervention Teaching	Hourly	$53.46	20	January – May
Gonzalez Al-Ahmar, E	Huerta	Saturday School	Daily	$169.90	1	February
Gonzalez Al-Ahmar, E	Huerta	Saturday School	Daily	$169.90	1	March - May
Griffith, Jennifer	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Grote, Laura Lyman	BHS	Other Hourly	Hourly	$39.67	15	March
Hammeli, Robert	BHS	Class Size	Stipend	$200	1	August - December
House, Dorothy	Adult	Additional Assignment	Hourly	$65.46	70	March - May
Huizar, Ellen	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Jalian, Yvette	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
James, Stephen	Muir	Correct end date-Dram	Stipend	$2224	1	Nov/Feb/April/June
Jaramillo, Carmella	Roosevelt	Intervention Teaching	Hourly	$53.46	2	January
Johnson, Laron	JBHS	V Trach and Field Coach	Stipend	$1476.33	1	February - April
Kasumyan, Arman	Muir	Intervention Planning	Hourly	$39.67	5.5	March
King, Jennifer	Luther	Intervention Planning	Hourly	$39.67	4	February
King, Jennifer	Luther	Saturday School	Daily	$169.90	1	February
King, Jennifer	Luther	Intervention Teaching	Hourly	$53.46	15	January - May
King, Jennifer	Luther	Saturday School	Daily	$169.90	1	April
Knight, Cari	Luther	Saturday School	Daily	$169.90	1	February
Koontz, James	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Lawrence, Christopher	Muir	Correct end date-IMA	Stipend	$2656	1	Nov/Feb/April/June
Legaspi, Arlene	CDS	Combo Class Stipend	Stipend	$1000.00	1	August - March
Lee, Lydia	Muir	Correct end date-VMA	Stipend	$2656	1	Nov/Feb/April/June
Leonard, Mark	Providencia	Intervention Teaching	Hourly	$53.46	64	March - April
Levy, Jodi	JBHS	Dept Chair Counselor	Stipend	$1735.00	1	December and May
Lombardo, Karyn	Harte	Intervention Planning	Hourly	$39.67	3	January
Magallon, Matthew	ILA	Additional .2 FTE	Stipend	$1,360.56	1	January - May
Manoukian, Zare	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Marcy, Cathy	Providencia	Intervention Teaching	Hourly	$53.46	64	March – April

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
McDermott, Sara	Providencia	Intervention Teaching	Hourly	$53.46	102	March - May
McNutt, Kelly	Disney	Class Coverage	Hourly	$54.74	3	February - May
Mejia, Brittany	Adult	Additional Hours	Hourly	$58.12	18	March – May
Mejia, Brittany	Adult	Additional Assignment	Hourly	$58.12	54	March - May
Mehta, Michelle	Washington	Intervention Planning	Hourly	$39.67	10	February - April
Miron, Crystal	Instructional Services	Intervention Planning	Hourly	$39.67	6	February
Obregon, Gabriel	Huerta	Intervention Teaching	Hourly	$53.46	20	January – May
Ouelette, Ann	Harte	Intervention Planning	Hourly	$39.67	3	January
Peraza, Cristina	Instructional Services	Intervention Planning	Hourly	$39.67	6	February
Rios, Martha	Huerta	Intervention Teaching	Hourly	$53.46	20	January – May
Rios, Martha	Huerta	Saturday School	Daily	$169.90	1	March - May
Rivas, Jennifer	Harte	Intervention Planning	Hourly	$39.67	3	January
Roberts, Robyn	Washington	Intervention Planning	Hourly	$39.67	10	February - April
Rosalino-Garcia, Linda	Miller	Intervention Teaching	Hourly	$53.46	4	March
Ryffe, Brandon Connor	JBHS	Asst Track Coach	Stipend	$1330.00	1	February - April
Say, Darci	Miller	Intervention Teaching	Hourly	$53.46	3.5	March
Schofield, Johanna	Miller	Substitute	Daily	$200.00	2	February
Schwegman, Courtney	Muir	Correct end date-Culina	Stipend	$2012	1	Nov/Feb/April/June
Sherman, Tara	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Silva, Josephina	CC	Additional duties	Hourly	$34.37	60	March - May
Smith, Donna	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Stevens, Chloe	Muir	Intervention Planning	Hourly	$39.67	5.5	March
Sullivan, Cindy	Providencia	Intervention Teaching	Hourly	$53.46	72	March - April
Topalian, Talar	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Topalian, Talar	Providencia	Intervention Planning	Hourly	$39.67	3	February
Tubbs, Margarita	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Wahe, Deborah	Luther	Saturday School	Daily	$169.90	1	May
Wahe, Deborah	Special Education	Intervention Planning	Hourly	$39.67	6	January - June
Walker, Briahna	Harte	Class Coverage	Hourly	$54.74	10	March
Williamson, Terri	Instructional Services	Intervention Planning	Hourly	$39.67	10	August
Viallet, Marianne	Special Education	Hourly Equivalent	Hourly	$78.96	3	February

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Vo, Katelyn	Muir	Correct end date-CJSF	Stipend	$1660	1	Nov/Feb/April/June
Yew, Christina	Huerta	Intervention Planning	Hourly	$39.67	1	March
Zaeimi Nikoo, Monireh	Adult	Additional Assignment	Hourly	$55.91	90	March - May
Zecena-Rubio	Huerta	Intervention Teaching	Hourly	$53.46	20	January – May

Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Resignation								
BURM, Stephen	Campus Supervisor	11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41103-83000-2210-5330000 11.0-63910.0-4104-83000-2210-53300000 11.0-00639.0-4110-83000-2210-53300000	.14 .29 .25 .12 .20	36-I	E		03-16-24	Burbank Adult School
CARRILLO, Lucienne	Campus Supervisor - Elementary	01.0-00000.0-11100-10009-2910-2131000 01.0-00000.0-11100-10009-2910-2132000 01.0-676200-11100-10009-2910-2139000	.1450 .6675 .1875	35-IV	D		03-15-24	Providencia Elementary
GALOUSTIAN, Linet	Project & Account Analyst	21.3-00000.0-92000-85000-2410-7500000 01.0-00000.0-00000-72000-2410-7470000	.15 .85	66-VI	A		03-01-24	Fiscal Services
HALE, Kevin	Custodial Supervisor	01.0-00100.0-00000-82100-2312-7520000		I-V	A		02-18-24	Facilities Services
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000 01.0-01501.0-00000-72000-2410-7420000	.75 .25	60-VI	A		02-29-24	Fiscal Services
Termination								
CL-0058-24	Human Resources	01.0-67620.0-00000-82100-2210-7529000		38-I	A		03-04-24	Human Resources
CL-0057-24	Human Resources	01.0-00000.0-00000-72000-2311-7530000		B-II	A		02-29-24	Human Resources
Leave								
CL-0059-24	Human Resources	01.0-00100.0-00000-82100-2210-2130000		43-VI	A	02-23-24	03-31-24	Human Resources
CL-0057-24	Human Resources	01.0-00000.0-00000-72000-2311-7530000		B-II	A	02-16-24	02-29-24	Human Resources
FLORES, Karla	Paraeducator – Primary Language Support	01.0-01500.0-47601-10000-2110-2090000	.4375	37-VI	D	03-04-24	05-25-24	McKinley Elementary
GONZALEZ, Jorge	Painter	01.0-81500.0-00000-81100-2210-7523000		52-VI	A	12-07-23	06-06-24	Facilities Services
SANCHEZ, Hugo	Integrated Pest Control & Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	48-VI	A	01-22-24	07-21-24	Facilities Services
WHITAKER, Malia	Paraeducator – English Language Learner	01.0-01501.0-47600-10000-2110-5300000		37-III	D	02-02-24	08-02-24	Monterey High School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Leave (Continued)								
WHITAKER, Malia	Campus Supervisor	01.0-02200.0-32000-83000-2210-5300000		36-IV	D	02-04-24	08-02-24	Monterey High School
Additional Compensation for Working Out of Class								
MAGANA, Victor	Custodian	01.0-00100.0-00000-82100-2210-4310000		38-II	A	01-31-24	03-31-24	Facilities Services
MELARAGNO, Debra	Human Resources Analyst - Classified	01.0-00000.0-00000-72000-2410-7550000		48-VI	A	07-01-22	06-30-23	Human Resources
RODRIQUEZ-AVILA, Arlene	Secretary III	12.0-90602.0-00000-27000-2410-7540000		37-VI	A	11-01-23	02-06-24	Child Development Department (Revision with end date)
Additional Compensation for Longevity								
COBLENTZ, Kristin	Health Service Assistant – LVN/R	01.0-00000.0-00000-31400-2210-7720000 01.0-95640.0-00000-31400-2210-7228000	.8572 .1428	48-VI	D	03-01-24		Health Services 10 yrs./ $142 monthly
MAXWELL, Tiffany	Supervisor, Payroll	01.0-00000.0-00000-72000-2312-7470000		B-002-7	A	03-01-24		Fiscal Services 19 yrs./ $399 monthly
MEDINA, Marisol	Health Service Assistant – LVN/R	01.0-00000.0-00000-31400-2210-7720000		48-VI	D	03-01-24		Health Services 25 yrs./ $280 monthly
RICOTTA, Gail	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	D	03-01-24		Special Education 15 yrs./ $179 monthly
RODRIQUEZ-AVILA, Arlene	Senior Secretary – 12	12.0-90602.0-00000-27000-2410-7540000 12.0-61050.0-00000-27000-2410-7540000	.90 .10	42-VI	A	03-01-24		Child Development Department 10 yrs./ $142 monthly
SILVA, Maritza	Paraeducator – Special Education	01.0-33100.0-57602-11100-2110-3220000		38-VI	D	03-01-24		Muir Middle School 20 yrs./ $234 monthly
WRIGHT, Stacey	Health Service Assistant	01.0-00000.0-00000-31400-2210-7720000		38-VI	D	03-01-24		Health Services 10 yrs./ $142 monthly

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Cell Phone								
HERNANDEZ, Reece	Technology Support Specialist I	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.22 .28 .22 .22 .06	49-II	A	01-01-24		Burbank Adult School
Additional Compensation for Healthcare Stipend								
GABRIELYAN, Teresa	Paraeducator – Special	01.0-65000.0-57602-11200-2110-2010000		38-III	D	03-01-24	05-24-24	Disney Elementary
MADRIGAL, Mariah	Paraeducator – Special Education	01.0-65000.0-57601-11100-2110-4320000		41-II	D	02-16-24	05-28-24	Burroughs High School
Change of Assignment – Classification/Location/FTE								
BOLLES, Ian	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000 01.0-01501.0-00000-72000-2410-7420000 01.0-30100.0-00000-21000-2410-7429000	.50 .25 .25	60-II	A	03-06-24		Fiscal Services
GENTRY, Stacey	Behavior Intervention Assistant	01.0-65000.0-57601—11905-210-7440000		45-VI	D	03-01-24		Special Education
GHYMEL, Kassandra	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000	.8125	45-I	D	02-13-24		Special Education
GUNASINGHA PANAMENO, Christopher	Food Service Assistant	13.0-53100.0-00000-37000-2210-3200000	.4688	37-I	D	02-23-24		Luther Middle School
HERNANDEZ, Reece	Technology Support Specialist I	11.0-63910.0-41101-27000-2410-5330000 11.0-63910.0-41102-27000-2410-5330000 11.0-63910.0-41104-27000-2410-5330000 11.0-63910.0-41106-27000-2410-5330000 11.0-00639.0-41100-27000-2410-5330000	.22 .28 .22 .22 .06	49-II	A	03-18-24		Burbank Adult School
HUFF, Jacob	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	01-22-24		Special Education
LOPEZ, Corielle	Human Resources Technician	01.0-00000.0-00000-72000-2410-7550000		43-VI	A	02-20-24		Human Resources

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
MARKOSIAN, Alice	Lead Payroll Technician	01.0-00000.0-00000-72000-2410-7470000		51-VI	A	11-21-23		Fiscal Services
MENDEZ ZEPEDA, Luis	Lead Custodian	01.0-02200.0-32000-83000-2210-5300000 01.0-02200.0-00000-82100-2210-5300000	.25 .75	43-VI	A	08-01-22		Monterey High School
MORALES CHICAS, Francisco	Facilities Worker	01.0-81500.0-00000-82200-2240-7523100		46-II	A	01-29-24		Facilities Services
NUNO, Julie	School Office Manager – Children's Center	12.0-61050.1-00000-27000-2410-2050000	.375	43-VI	A	03-01-24		Washington Children's Center
RODRIQUEZ-AVILA, Arlene	Senior Secretary	12.0-90602.0-00000-27000-2410-7540000 12.0-61050.1-00000-27000-2410-7540000	.90 .10	42-V	A	02-07-24		Child Development Department
TRAX, Harmony	Financial Analyst	01.0-00000.0-00000-72000-2410-7470000		60-I	A	03-06-24		Fiscal Services
WATSON, Kelly	Paraeducator	01.0-60530.0-11100-10000-2110-2139000	.625	36-I	D	02-21-24		Providencia Elementary
Change of Assignment – Classification/Location/FTE in Lieu of Layoff								
HERNANDEZ-TORRES, Saul	Food Service Utility Driver	13.0-53100.0-00000-37000-2210-7490002	.625	42-VI	C	03-25-24		Huerta Middle School
Temporary Change of Assignment								
GERHARTER, David	Director or Purchasing Warehouse & Reprographics	01.0-00000.0-00000-72000-2311-7530000		B-IV	A	02-23-254	04-30-24	Fiscal Services
MORALES, Vivian	Senior Secretary	01.0-00000.0-00000-27000-2410-4310000		42-I	B	03-05-24	06-30-24	Burbank High School
Election – Monthly								
BURM, Stephen	Campus Supervisor	11.0-63910.0-41101-83000-2210-5330000 11.0-63910.0-41102-83000-2210-5330000 11.0-63910.0-41104-83000-2210-5330000 11.0-63910.0-41106-83000-2210-5330000 11.0-00639.0-41100-83000-2210-5330000	.14 .29 .25 .12 .20	36-I	E	03-04-24		Burbank Adult School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Monthly (Continued)								
CRUZ, Samantha	Paraeducator – Health Care	01.0-65000.0-57601-11908-2110-2053000	.75	41-I	D	03-12-24		Bret Harte Elementary
ESWARAN, Sastika	Food Service Assistant	13.0-53100.0-00000-37000-2210-2030000	.1563	37-I	D	02-21-24		Emerson Elementary
KHACHATRYAN, Alvard	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	03-11-24		Special Education
MILLS, Linden	Grounds Technician	01.0-81500.0-00000-82200-2210-7523000 01.0-00100.0-00000-82200-2210-7520000	.90 .10	43-I	A	02-05-24		Facilities Services
QUEZADA, Bertha	Health Services Assistant	01.0-00000.0-00000-31400-2210-7720000		38-III	C	02-05-24		Health Services
QUITERIO, Nicole	Secretary III	01.0-60100.0-00000-72000-2410-7429000 01.0-26000.0-00000-72000-2410-7429000	.60 .40	37-III	C	02-20-24		Child Development Department
RAMIREZ, Patricia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-I	D	03-07-24		Special Education
ROSALES HERNANDEZ, Edel	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I	A	01-24-24		Facilities Services
SALCEDO, Alfredo	Grounds Technician	01.0-00100.0-00000-82200-2210-7520000 01.0-81500.0-00000-82200-2210-7523000	.10 .90	43-I 43-I	A	03-04-24		Facilities Services
SALCEDO, Janette	Paraeducator - Special Education	01.0-65000.0-57602-11200-2110-2060000	.75	38-I	D	03-25-24		Jefferson Elementary
Election – Hourly								
AGARONIAN, Ruzanna	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-01-24	05-31-24	Disney Elementary
ALVAREZ, Carlos	Lead Custodian	01.0-815000-00000-82100-2240-7523300		43-VI	A	03-09-24	03-09-24	Facilities Services
ALVAREZ, Guillermo	Plumber	01.0-81500.0-00000-81100-2240-7523100		55-VI	A	01-27-24	06-30-24	Facilities Services
ALVAREZ, Luis Eduardo	Painter	01.0-81500.0-00000-81100-2240-7523100		52-VI	A	02-17-24	06-30-24	Facilities Services

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ARZUMANYAN, Anahit	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		$25.00	G	02-01-24	06-30-24	Special Education
ARZUMANYAN, Anahit	Bilingual Translator	01.0-42030.0-47600-24950-2950-2169000		$25.00	G	02-01-24	02-29-24	Washington Elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-30100.0-11100-24950-2950-2139000		$25.00	G	02-29-24	02-29-24	Providencia elementary
ARZUMANYAN, Anahit	Bilingual Translator	01.0-42030.0-47600-24950-2950-2059000		$25.00	G	02-22-24	02-22-24	Bret Harte Elementary
BELTRAN, Guillermo	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-VI	A	02-02-24	06-30-24	Facilities Services
BESVOLD, Elke	Food Service Central Kitchen Cook	13.0-53100.0-00000-37000-2230-7490002		41-I	D	02-01-24	05-26-24	Luther Middle School
BITTO, Linda	Senior Attendance Technician	01.0-00000.0-00000-27000-2440-4311000		39-VI	A	02-01-24	06-30-24	Burbank High School
BOLLES, Ian	Budget and Accounting Technician	01.0-00000.0-00000-72000-2440-7471000		48-V	A	01-01-24	03-05-24	Fiscal Services
BOLLES, Ian	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-II	A	03-06-24	06-30-24	Fiscal Services (Additional Hours)
BOOTCHK, Erica	Elementary Arts Instructor – Visual Arts	01.0-67700.0-11100-10000-2170-2059000		$50	F	02-26-24		Bret Harte Elementary
BOSNOYAN, Gayane	Bilingual Translator	01.0-00000.0-00000-24950-2950-2021000		$25.00	G	02-20-24	05-23-24	Instructional Services
BOSNOYAN, Gayane	Bilingual Translator	01.0-42030.0-00000-24950-2950-2149000		$25.00	G	02-01-24	02-29-24	Roosevelt Elementary
BOSNOYAN, Gayane	Bilingual Translator	01.0-00000.0-00000-27000-2950-2151000		$25.00	G	02-01-24	05-31-24	Stevenson Elementary
BROWN, Denise	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	03-06-24	05-24-24	Special Education
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		$25.00	G	02-01-24	06-30-24	Special Education
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	02-29-24	02-29-24	Burroughs High School
CARCAMO BARRANDO, Gustavo	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	02-0124	02-29-24	Burbank High School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
CARCAMO BARRANDO, Gustavo	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School (Additional Hours)
CARCAMO BARRANDO, Gustavo	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School (Additional Hours)
CARCAMO BARRANDO, Gustavo	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School (Additional Hours)
CARRSOCO, Janel	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	02-29-24	02-29-24	Burroughs High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School
CARRASCO, Janel	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School (Additional Hours)
CASILLAS, Olga	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-I	A	03-03-24	03-03-24	Facilities Services
CASTELLON, Josie	Payroll Technician	01.0-00000.0-00000-72000-2440-7471000		47-I	A	02-01/24	03-31-24	Fiscal Services
CAZAREZ, Adam	Facilities Worker	01.0-81500.0-00000-81100-2240-7523100		46-V	A	02-17-24	06-30-24	Facilities Services
CHOY MORALES, Nancy	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-III	D	03-01-24	03-31-24	Burbank High School
CHOY MORALES, Nancy	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-III	D	03-01-24	03-31-24	Burbank High School (Additional Hours)
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-00000.0-11100-10009-2930-2131000		35-VI	D	02-16-24	02-16-24	Providencia Elementary
CONTRERAS, Francisca	Campus Supervisor – Elementary	01.0-90904.0-11100-24050-2930-2138200		35-VI	D	02-20-24	02-20-24	Providencia Elementary
CORDOVA, Oscar	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	01-26-24	01-26-24	Facilities Services
CRUZ, Evelyn	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-27-24	05-31-24	Instructional Services
DANOOKH, Marineh	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-26-24	05-31-24	Instructional Services
DE LA CRUZ, Johanna	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-VI	D	03-01-24	03-31-24	Burbank High School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
DEPERNA, Tanya	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-01-24	05-31-24	Instructional Services
DEVAll, Jeff	Facilities Worker	01.0-81500.0-00000-81100-2240-7523100		46-V	A	02-06-24	06-30-24	Facilities Services
DORONINA, Mariia	Bilingual Translator	01.0-42030.0-00000-24950-2950-2149000		$25.00	G	02-01-24	02-29-24	Roosevelt Elementary
DUENAS, Christina	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	04-01-24	04-30-24	Luther Middle School
DUENAS, Christina	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-VI	D	03-15-24	03-15-24	Luther Middle School
FERNANDEZ, Fernando	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-IV	D	02-24-24	02-24-24	Burroughs High School
GALOUSTIAN, Linet	Project and Account Analyst	01.0-00000.0-00000-72000-2440-7471000		66-VI	A	01-01-24	03-01-24	Fiscal Services
GALVAN, Jaqueline	LTS – Typist Clerk III	01.0-00000.0-00000-27000-2460-7550000		38-I	G	09-11-23	02-29-23	Human Resources (Extend End Date)
GAVALIAN, Silva	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-26-24	05-31-24	Instructional Services
GONZALEZ, Francisco	Childcare Service Worker	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	01-22-24	01-22-24	Horace Mann SEED
GONZALEZ, Francisco	Childcare Service Worker	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	02-13-24	02-13-24	Horace Mann SEED (Additional Hours)
GONZALEZ, Francisco	Childcare Service Worker	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	03-19-24	04-09-24	Horace Mann SEED (Additional Hours)
GONZALEZ de ORTIZ, Juana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2160000		40-VI	D	01-29-24	05-26-24	Washington Elementary
GUTIERREZ, Pedro	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-III	A	01-24-24	06-30-24	Facilities Services
HALAJYAN, Piruz	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-VI	D	02-13-24	03-14-24	Burbank High School
HALAJYAN, Piruz	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-VI	D	04-22-24	05-20-24	Burbank High School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

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Election – Hourly (Continued)								
HARTUNG, Cory	LTS – SOM – Elementary	01.0-00000.0-00000-27000-2460-7550000		43-I	G	01-22-24	02-29-24	Human Resources
HARVEL, Eric	Food Service Supervisor II	13.0-53100.0-00000-37000-2340-4310000		S-7	D	03-01-24	05-26-24	Burbank High School
HARVEL, Eric	Food Service Supervisor II	13.0-53100.0-00000-37000-2340-4310000		S-7	D	03-01-24	05-26-24	Burbank High School (Additional Hours)
HERRERA, Ignacio	Custodian	01.0-81500.0-00000-82100-2240-7523300		38-VI	A	01-27-24	01-27-24	Facilities Services
HOVAKIMYAN, Gohar	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-01-24	05-31-24	Instructional Services
HUERTA, Magali	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2140000		40-VI	D	01-29-24	05-26-24	Roosevelt Elementary
HUEZO, Paul	Grounds Technician	01.0-90201.0-00000-82100-2240-2068700		43-I	A	02-24-24	02-24-24	Facilities Services
KHODABAKHSHI, Araz	Bilingual Translator	01.0-00014.0-11100-10000-2950-7421000		$25.00	G	02-21-24	02-21-24	Independent Learning Academy
KHODABAKHSHI, Araz	Bilingual Translator	01.0-00014.0-11100-10000-2950-7421000		$25.00	G	03-06-24	03-06-24	Independent Learning Academy
SKODABAKHSHI, Araz	Bilingual Translator	01.0-00000.0-00000-27000-2950-2151000		$25.00	G	02-01-24	05-31-24	Stevenson Elementary
LEDEZMA, Reina	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	02-10-24	02-10-24	Facilities Services
LEDEZMA, Reina	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	01-13-24	01-13-24	Facilities Services (Additional Hours)
LEDEZMA, Reina	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	02-24-24	02-24-24	Facilities Services (Additional Hours)
LEIVA, Nereyda	Paraeducator – Special Education	01.0-65000.0-57602-11100-2140-7440000		38-VI	D	03-01-24	05-29-24	Burroughs High School
LEIVA, Nereyda	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-7440000		38-VI	D	03-01-24	05-29-24	Burroughs High School
LINARES, Edgar	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-VI	A	03-02-24	06-30-24	Facilities Services
LINDLEY, William	Budget and Accounting Technician	01.0-00000.0-00000-72000-2440-7471000		48-V	A	01-01-24	06-30-24	Fiscal Services

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Election – Hourly (Continued)								
LING, Andrew	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7731000		60-VI	A	03-01-24	06-30-24	Technology Services
LOPEZ, Anastasia	School Safety and Utility Custodian	11.0-63910.0-41102-82100-2240-5330000 11.0-63910.0-41102-83000-2240-5330000	.80 .20	39-III	A	01-16-24	06-30-24	Adult School (Overtime Hours)
LOPEZ, Anastasia	School Safety and Utility Custodian	11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41102-83000-2230-5330000	.80 .20	39-III	A	01-16-24	01-16-24	Adult School (Extra Regular Hours)
LOPEZ, Anastasia	School Safety and Utility Custodian	01.0-00100.0-00000-82100-2260-7520000		39-III	A	01-16-24	01-17-24	Facilities Services (Additional Hours)
LOPEZ, Anastasia	School Safety and Utility Custodian	01.0-81500.0-00000-82100-2240-7523300		39-III	A	02-24-24	02-24-24	Facilities Services (Additional Hours)
MAGALLANES, Josephine	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	02-29-24	02-29-24	Burroughs High School
MAGANA, Victor	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-II	A	02-10-24	06-30-24	Facilities Services
MAGANA, Victor	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	03-01-24	06-30-24	Facilities Services
MAKARCHUK, Benjamin	Elementary Arts Instructor - Music	01.0-67700.0-11100-10000-2170-2149000		$50.00	A	03-11-24		Roosevelt Elementary
MARANDO, Shannon	College/Career Center Technician	01.0-00000.0-00000-31100-2440-7421000		41-IV	B	02-01-24	03-31-24	Instructional Services
MARKOSIAN, Alice	Lead Payroll Technician	01.0-00000.0-00000-72000-2440-7471000		51-VI	A	01-01-24	02-29-24	Fiscal Services
MATEVOSYAN, Anahit	Paraeducator – English Language Learner	01.0-00014.0-11100-10000-2130-7421000		37-I	G	03-01-24	03-31-24	Instructional Services
MCCORKLE, Stephanie	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	05-01-24	05-31-24	Luther Middle School
MCCORKLE, Stephanie	Campus Supervisor	01.0-90904.0-00000-83000-2240-3208100		36-VI	D	02-16-24	02-16-24	Luther Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-VI	D	02-24-24	02-24-24	Huerta Middle School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

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Election – Hourly (Continued)								
MILLS, Linden	Grounds Technician	01.0-90201.0-00000-82100-2240-2068700		43-I	A	02-24-24	02-24-24	Facilities Services
MILLS, Linden	Grounds Technician	01.0-81500.0-00000-82100-2240-7523300		43-I	A	03-10-24	03-10-24	Facilities Services
MOYA, Gloria	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-VI	A	01-01-24	02-29-24	Fiscal Services
NAVARRO, Mark	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$16.00	F	02-01-24	04-30-24	Burroughs High School (Cancel PTR)
NAVARRO, Samuel	Accounting Assistant II	01.0-00000.0-00000-72000-2440-7471000		42-I	A	01-01-24	06-30-24	Fiscal Services
NAZARYAN, Armen	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-IV	D	03-01-24	03-31-24	Burbank High School
NAZARYAN, Armen	Campus Supervisor	01.0-90904.0-11100-41000-2940-4318100		36-IV	D	03-01-24	03-31-24	Burbank High School
NEMINOVA, Victoriya	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-I	D	05-21-24	05-23-24	Burbank High School
NEMINOVA, Victoriya	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-I	D	01-11-24	02-09-24	Burbank High School
NEMINOVA, Victoriya	Paraeducator – Special Education	01.0-00000.0-11100-10000-2130-4311000		38-I	D	03-15-24	04-19-24	Burbank High School
NGUYEN-MAI, Yen	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2140-2100000		37-VI	D	02-01-24	05-30-24	Children's Center
NOYA, Daniel	Utility Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	02-05-24	06-30-24	Facilities Services
NUNEZ DE ARCO, Cesar	Custodian	01.0-00100.0-00000-82100-2260-7520000		38-I	G	03-01-24		Human Resources
PAIGE, Della	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	02-03-24	02-03-24	Facilities Services
PAIGE, Della	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	02-16-24	02-16-24	Facilities Services (Additional Hours)
PAIGE, Della	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	01-20-24	01-20-24	Facilities Services (Additional Hours)
PAIGE, Della	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-VI	A	02-06-24	02-06-24	Facilities Services

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Election – Hourly (Continued)								
PARTIDA SANCHEZ, Victor	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-I	A	02-16-24	06-30-24	Facilities Services
PARTIDA SANCHEZ, Victor	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-I	A	12-27-23	12-28-24	Facilities Services (Additional Hours)
PARTIDA SANCHEZ, Victor	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-I	A	03-03-24	03-03-24	Facilities Services (Additional Hours)
POZOS, Angelica	Community Resource	01.0-30100.0-11100-24950-2950-2139000		37-III	D	02-29-24	02-29-24	Providencia Elementary
POZOS, Salvador	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-VI	A	02-02-24	06-30-24	Facilities Services
QUITERIO, Nicole	LTS – SOM – Elementary	01.0-00000.0-00000-27000-2460-7550000		43-I	G	12-27-23	02-29-24	Human Resources (Extend End Date)
QUITERIO, Nicole	LTS – Paraeducator Children's Center	12.0-90602.0-11100-10000-2160-2020000		37-I	G	11-20-23	02-29-24	Human Resources (Extend End Date)
REYES, Abram	Grounds Technician	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	01-21-24	01-21-24	Facilities Services
RETES, Abram	Grounds Technician	01.0-90201.0-00000-82100-2240-2068700		43-VI	A	02-24-24	02-24-24	Facilities Services (Additional Hours)
RICOTTA, Gail	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2140-7440000		45-VI	D	03-01-24	05-23-24	Special Education
RIOS OBLITOS, Edwin	Bilingual Translator	01.0-00000.0-00000-24950-2950-2021000		$25.00	G	02-20-24	05-23-24	Edison Elementary
ROBLES, Lisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-VI	D	03-01-24	05-24-24	Special Education
RODRIGUEZ, Sergio	Maintenance Leadperson	01.0-81500.0-00000-81100-2240-7523100		62-VI	A	02-15-24	02-15-24	Facilities Services
RODRIQUEZ-AVILA Arlene	Secretary III	12.0-90602.0-00000-27000-2440-7540000		37-VI	A	01-01-24	01-31-24	Child Development Department
RODRIQUEZ-AVILA Arlene	Secretary III	12.0-90602.0-00000-27000-2440-7540000		37-VI	A	01-01-24	02-06-24	Child Development Department (Additional Hours)

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Election – Hourly (Continued)								
ROSALES HERNANDEZ, Edel	Grounds Technician	01.0-90708.0-81000-50002-2240-7528000		43-I	A	03-05-24	06-30-24	Facilities Services
ROSALES HERNANDEZ, Edel	Grounds Technician	01.0-90201.0-00000-82100-2240-2068700		43-I	A	02-24-24	02-24-24	Facilities Services
SAHAGUN, Lisa	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-III	A	01-01-24	06-30-24	Fiscal Services
SANCHEZ, Hugo	Integrated Pest Control & Grounds Technician	01.0-90201.0-00000-82100-2240-2068700		48-VI	A	02-24-24	02-24-24	Facilities Services
SANCHEZ NAVARRO, Susie	Campus Supervisor	01.0-00000.0-00000-83000-2230-3201000		36-I	D	03-15-24	03-15-24	Luther Middle School
SANDOVAL, Efren	Custodial Supervisor	01.0-00100.0-00000-82100-2240-7521000		I-III	A	02-02-24	06-30-24	Facilities Services
SANDOVAL, Efren	Custodial Supervisor	01.0-90708.0-81000-50002-2240-7528000		I-III	A	03-01-24	03-01-24	Facilities Services (Additional Hours)
SANDOVAL, Efren	Custodial Supervisor	01.0-90708.0-81000-50002-2240-7528000		I-III	A	03-01-24	06-30-24	Facilities Services (Additional Hours)
SEGURA, Gina	Budget & Accounting Technician	01.0-00000.0-00000-72000-2440-7471000		48-VI	A	01-01-24	06-30-24	Fiscal Services
SHAW, Maureen	LTS – Campus Supervisor	01.0-00000.0-00000-83000-2260-7550000		36-I	G	08-16-23	02-29-24	Human Resources
SHILVOCK, Charles	Glazier/Carpenter	01.0-81500.0-00000-81100-2240-7523100		53-VI	A	02-17-24	06-30-24	Facilities Services
SINCLAIR, Amber	LTS – Typist Clerk III	01.0-00000.0-00000-27000-2460-7550000		37-I	G	01-16-24	02-29-24	Human Resources
TAHARA, Hiroko	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-II	D	01-29-24	05-26-24	Jefferson Elementary
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	02-16-24	02-16-24	Facilities Services
TORRES, Consuelo	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-VI	A	03-01-24	03-01-24	Facilities Services (Additional Hours)
TRAX, Harmony	Financial Analyst	01.0-00000.0-00000-72000-2440-7471000		60-I	A	03-06-24	06-30-24	Fiscal Services

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Election – Hourly (Continued)								
URIBE, Juan J	Grounds Technician	01.0-815000-00000-82100-2240-7523300		43-VI	A	03-02-24	03-02-24	Facilities Services
URIBE, Juan J	Grounds Technician	01.0-815000-00000-82100-2240-7523300		43-VI	A	02-25-24	02-25-24	Facilities Services (Additional Hours)
VASQUEZ, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-IV	D	03-01-24	03-29-24	Huerta Middle School
VAZQUEZ, Jessica Ann	LTS – SOM – Elementary	01.0-00000.0-00000-27000-2460-7550000		43-I	G	12-01-23	02-29-24	Human Resources
VILLALTA, Jose Roberto	Custodian	01.0-81500.0-00000-82100-2240-7523300		38-VI	A	02-10-24	02-17-24	Facilities Services
WHITE, Martha	Paraeducator – English Language Learner	01.0-00014.0-11100-10000-2130-7421000		37-II	D	02-01-24	02-29-24	Instructional Services
WHITNEY, Marilyn	Career Vocational Assistant	01.0-58100.0-50010-31101-2230-7440000 01.0-65200.0-50010-31101-2230-7440000	.40 .60	40-VI	D	02-15-24	03-31-24	Special Education
WILKEN, Tonya	Paraeducator – Children's Center – 12	12.0-90602.0-11100-10000-2130-2020000		37-VI	A	02-01-24	05-30-24	Children's Center
WILKEN, Tonya	Paraeducator – Children's Center – 12	12.0-90602.0-11100-10000-2140-2020000		37-VI	A	02-01-24	05-30-24	Children's Center
WOOTERS, Monica	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		$25.00	G	02-27-24	05-31-24	Instructional Services
ZELAYA, Raul	Lead Custodian	01.0-81500.0-00000-82100-2240-7523300		43-VI	A	02-16-24	02-16-24	Facilities Services
ZURADELLI, Luigi	Mechanic	01.0-90708.0-81000-50002-2240-7528000		53-VI	A	02-13-24	06-30-24	Facilities Services
Election – Student Helpers								
ASSAF, Angelina	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-16-24	06-30-24	Special Education
ASSAF, Angelina	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-16-24	06-30-24	Special Education
BALES, Zoey	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.00	F	03-01-24	05-26-24	Burroughs High School
BURRELL, Ella	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
CHICAS, Darren	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-07-24	06-30-24	Special Education
GILLANI, Anna	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education
JARAMILLO, Ayden	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.00	F	03-01-24	05-26-24	Burroughs High School
LEMOINE, Anthony	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.00	F	02-16-24	05-26-24	Burroughs High School
MOLINA, Justin	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-20-24	06-30-24	Special Education
MOLINA, Justin	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-20-24	06-30-24	Special Education
MUNOZ, Alissa	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-01-24	06-30-24	Special Education
MUNOZ, Alissa	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-01-24	06-30-24	Special Education
ORLANDO, August	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-14-24	06-30-24	Special Education
ORLANDO, August	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-14-24	06-30-24	Special Education
OROZCO-FLORES, Maribel	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education
PERDOMO-TRONIK, Lexie	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education
PERDOMO-TRONIK, Lexie	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education
ROBERTSON, Brandon	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-14-24	06-30-24	Special Education
SHETTY, Praneet	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-05-24	06-30-24	Special Education
SUAREZ-RODRIGUEZ Greg	Student Helper	13.0-53100.0-00000-37000-2933-4320000		$16.00	F	03-01-24	05-26-24	Burroughs High School
VERA, Nadia	YETP Student Helper	01.0-65200.0-57602-11100-2933-7440000		$16.00	F	02-09-24	06-30-24	Special Education
VERA, Nadia	YETP Student Helper	01.0-58100.0-57602-11100-2933-7440000		$16.00	F	02-09-24	06-30-24	Special Education

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach								
CAPALLA, Kirk	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	01-01-24	01-31-24	Burbank High School
COFFEY, Evelyn	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)
COY, Luis	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)
CZUPRYNSKI, Sarah	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	12-01-23	12-31-23	Burbank High School
CZUPRYNSKI, Sarah	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	01-01-24	01-31-24	Burbank High School
CZUPRYNSKI, Sarah	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	02-01-24	02-29-24	Burbank High School
DANIELS, Ryan Lee	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
DIAZ, Alejandra	Short Term Performing Arts	01.0-90904.0-17011-41000-2171-4318100		$16.00	F	01-01-24	01-31-24	Burbank High School
DIAZ, Kameron	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
DIEGO, Revin	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
DUDLEY, Richard	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	01-01-24	02-29-24	Burroughs High School
FABIAN, Jacob	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	03-01-24	03-31-24	Burbank High School
FENTON, Timothy	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
FENTON, Timothy	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-3228100		$16.00	F	02-01-24	05-24-24	Muir Middle School
GREENBERG, Andrew	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School
GREENBERG, Andrew	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burroughs High School
HARRIS, Rene	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-3228100		$16.00	F	02-01-24	03-31-24	Muir Middle School

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
JOHNSON, Nathan	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
KELLOGG, Mitchell	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
JOHNSON, Malique	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		$227.00	F	02-01-24	02-29-24	Burroughs High School
JOHNSON, Malique	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$16.00	F	03-04-24		Burbank High School
LERNER, Davis	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
LEVIN, Jamie	Short Term Athletic	01.0090904.0-15001-42000-2171-4318100		$16.00	F	01-01-24	01-31-24	Burbank High School
LEVIN, Jamie	Short Term Athletic	01.0090904.0-15001-42000-2171-4318100		$16.00	F	02-01-24	02-29-24	Burbank High School
LEVIN, Jamie	Short Term Athletic	01.0090904.0-15001-42000-2171-4318100		$16.00	F	03-01-24	03-31-24	Burbank High School
LOGAN, Nicolina	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)
LOGAN, Nicolina	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
LUCERO, Richard	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		$16.00	F	02-01-24	02-29-24	Burroughs High School
MAGALLON, Michael	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
MARKOSIAN, Herman	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
MATEO, Mason	Short Term Performing Arts	01.0-90904.0-17007-41001-2171-4328600		$16.00	F	02-01-24	06-30-24	Burroughs High School
MATHEUS, Sonia	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
MCCORMICK, Lisa	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
MCCORMICK, Lisa	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
MINTZ-KREYNS, Emily	Short Term Performing Arts	01.0-90904.0-17007-41001-2471-3228100		416.00	F	03-01-24	03-31-24	Muir Middle School
MOFFITT, Barclay	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
MURPHY, Mary	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
NELSON, Paul	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
NOTIAS, Greg	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		$127.00	F	02-01-24	02-29-24	Burroughs High School
PARK, Christian	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$16.00	F	03-04-24	04-30-24	Burbank High School
PENDLETON, Eddie	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		$16.00	F	03-04-24		Burbank High School
RIGGS, Brady	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		$16.00	F	02-01-24	02-29-24	Burroughs High School
ROMERO, Erlinda	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
SANCHEZ, Robert	Short Term Performing Arts	01.0-00000.0-15001-42002-2171-4320000		$16.00	F	02-01-24	02-29-24	Burroughs High School
SMITH, Aidan	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)
SPENS, Heidi	Short Term Athletic	01.0-00000.0-17016-41000-2171-3220000		$16.00	F	08-14-23	06-30-24	Muir Middle School (Correct End Date)
STILGENBAUER, Glenn	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School (Correct Account String)

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Personnel Report No. 23-24-16 April 4, 2024 Classified Personnel

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
STRANG-OASAY, Sheila	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		$16.00	F	02-01-24	04-30-24	Burroughs High School
TAORMINA, Frank	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		$16.00	F	02-01-24	02-29-24	Burroughs High School
UVAS, Ian	Short Term Performing Arts	01.0-90201.0-17006-41002-2171-4328500		$16.00	F	01-01-24	05-31-24	Burroughs High School
VAN DEN ELZEN, Kevin	Short Term Performing Arts	01.0-90904.0-17006-41002-2171-4318100		$16.00	F	02-01-24	02-28-24	Burbank High School
VILLAFLOR, Brandon	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	10-01-23	10-31-23	Burbank High School
VILLAFLOR, Brandon	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	11-01-23	11-30-23	Burbank High School
VILLAFLOR, Brandon	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	12-01-23	12-30-23	Burbank High School
VILLAFLOR, Brandon	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$15.50	F	01-01-24	01-31-24	Burbank High School
WATANGA, Raymond	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		$16.00	F	03-01-24	03-31-24	Burbank High School
WILLIS, Erik	Short Term Athletic	01.0-00000.0-15001-42002-2171-4320000		$127.00	F	02-01-24	02-29-24	Burroughs High School

Signature _____

Title: Sarah Rudchenko, Assistant Superintendent, Human Resources Services

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Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Linda Junge, Assistant Superintendent, Instructional Services
PREPARED BY:	Linda Junge, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of Burbank and Burroughs High School SkillsUSA(Overnight) Field Trip

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Background:

The Burbank and Burroughs High School SkillsUSA team wish to travel to Ontario, CA for the 57th Annual SkillsUSA Leadership Conference & Skills Competition on Thursday, April 4, 2024 through Sunday, April 7, 2024.

Discussion/Issues:

Twelve students will travel via personal vehicle to Ontario with Kara Clark, Sandra Macias, Gerardo Mendez and Arin Movsessian, Teachers.

Day 1 – Thursday, April 4th, students will meet for transport to Ontario at 1:00 pm. Students will check into rooms at the Ontario Airport Hotel & Conference Center. 700 North Haven Ave., Ontario, CA 91764. The phone number for the hotel is (800) 654-1379. First day is filled with Board meetings, opening ceremonies and contest orientations.

Day 2 – Friday, April 5th, leadership and skill competitions begin at 8:00 am. Day two consists of delegate sessions, seminars and vendor expo. Social night and In-n-Out food trucks are from 4:00 pm – 8:00 pm.

Day 3 – Saturday, April 6th, leadership and skill competitions continue at 8:00 am – 4:30 pm. Evening of Excellence is scheduled from 6:30- 8:00 pm.

Day 4 – Sunday April 7th, closing ceremony and awards are in the Toyota Arena at 7:30 am. Awards recognition is at 8:00 am. Students will be returning to school at approximately 2:00 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. Parent meeting was held on Wednesday, March 27, 2024 at 6:00 pm via Zoom. 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:
Linda Junge, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the Burbank and Burroughs High School SkillsUSA Teams (Overnight) Field Trip request to participate in the 57th Annual SkillsUSA Leadership Conference & Skills Competition Thursday, April 4, 2024 through Sunday, April 7, 2024, as presented.

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:	Laura Erisman, Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Amendment of Agreement for Professional Services Protocol Nursing Agency

Background:

The purpose of the Agreement for Professional Services of Independent Contractor with Protocol Nursing Agency, is to provide qualified Nursing Staff for supplemental assignments to the District. The nurses will be hired for the 2023-2024 school year, and they are temporary help for our full-time nurses.

Discussion/Issues:

Covid has increased the demand of our full-time nursing staff as they are now assessing students who are symptomatic to Covid; they are responding to students who test positive to Covid; they are engaged in contact tracing; and they are having to work with site administration to quarantine students. This demand on top of normal nursing responsibilities necessitated the need for additional nursing support. The previous funding approved has been exhausted and an increase is needed to cover nursing expenses for the 2023-24 school year.

Fiscal Impact:

Staff Classification	Hourly Bill Rate
Registered Nurse (RN) with BSN	$105.00
Registered Nurse (RN) with 2-year college degree	$90
Licensed Vocational Nurse (LVN)	$70

Recommendation:

Peter Knapik, Assistant Superintendent, Educational Services, recommends that the Board of Education approve the amended Agreement between the Burbank Unified School District and Protocol Agency, Inc. to provide qualified Nursing staff for supplemental assignments to the District not to exceed $465,000 (01.0-000000-00000- 0000-0000000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

Note: The original approval date was June 1, 2023

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This agreement is made and entered into by and between Protocol Agency, Inc. designated as "Protocol" and Burbank Unified School District designated as "Client". The term of this Agreement shall be for a period of one year from the date hereof and shall be renewed for additional period of one year unless either party elects in writing not to renew.

The Client desires to enter into an Agreement in which Protocol Agency will provide qualified Nursing Staff ("Personnel") for supplemental assignments to the District.

Therefore, Client and Protocol hereby agree as follows:

Obligations of Protocol

1. Provide its best efforts to recruit screen and send qualified personnel for temporary supplemental assignments upon request by the Client.

2. Send Personnel to the Client who meets Client standards that may include:

    - Resume
    - Valid license/certification in good standing in the state of practice
    - A copy of applicable required credentials such as current BLS, ACLS, PALS, MAB, CPI, Fire Card, etc.
    - Related experience as required, requested or approved by the Client
    - Two professional work-related references
    - Completed clinical skills checklist, updated annually
    - Health Clearance including TB Test, updated annually
    - Joint Commission and OSHA approved training
    - Criminal background, fingerprinting, and abuse screening (as required by facility and/or state statutes)

3. Provide professional liability insurance, general liability insurance, workers' compensation insurance, and unemployment insurance for the Personnel in amounts acceptable to the Client (see attached Certificate of Insurance).

4. Invoices will be clear, concise and easy to understand. The Client will be invoiced weekly.

Obligations of Client

1. When Client accepts qualified Personnel, the Client will notify Protocol of the starting time, date, unit, shift, and orientation schedule (if any) for each Protocol professional. The Client acknowledges that Protocol Agency will make its best efforts to present the most qualified and experienced Personnel and that the Client has final responsibility for satisfying itself of the acceptability of the skills, capabilities and experience of the Personnel and the extent to which the Personnel meets the needs and standards of the Client. When the Client accepts qualified Personnel, the Client will provide orientation and on-going performance appraisals according to facility policies, procedures, and/or protocols.

2. Agree to pay the invoice for services, as reported on the Protocol time sheet. Time sheets are to be initialed by the Client and the Client should retain a copy. Payment of invoices is due within thirty (30) days. Invoices remaining due and unpaid beyond thirty (30) days shall bear interest at the rate of 1.5% per month (annual percentage rate of 18%). The Client agrees to pay reasonable attorney fees in the event that any unpaid invoices must be referred for collections (see attached Rate Schedule).

3. **Cancellation Policy**
   All shifts must be cancelled two (2) hours prior to the beginning of the shift or a four (4) hour late cancellation fee will be charged.

4. **Late Request Policy**
   A full eight (8) hours will be billed for a late request by the Client for a shift worked.

5. Notify Protocol of unsatisfactory employee performance immediately. Should the employee be terminated when performance does not meet the standards established for all professionals in the Client's employ, the Client will forward to Protocol documentation of the termination and Protocol will make the replacement of the Personnel its highest priority.

6. Communicate and send in writing all information received by the Client regarding any work-related injury to Personnel within twenty-four hours of the injury. Should the injury occur on the weekend, the injury report will be sent to Protocol on the first business day.

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

8. The Client agrees to indemnify, defend and hold harmless Protocol 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 Client, its agents, independent contractors, employees or servants pursuant to this contract.

9. The Client or any related entities will not employ Protocol employee(s) for a period of ninety (90) days following his/her completion of any work for the Client. The Client will notify Protocol of intent to hire and comply with the waiting period. Failure to comply with the above conditions will result in a minimum liquidation of 10% of thereferred employee's annual salary.

Obligations of both Protocol and Client:

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

Protocol shall save and hold the Client harmless from and against and shall indemnify Client for any liability, loss, cost, expense ordamage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect,default or omission of Protocol or any of its agents, subcontractors, employees or other representatives. If Client is sued in anycourt for damages by reason of any of the acts of Protocol, its agents, subcontractors, employees or other representativesreferred to in this Agreement, Protocol 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 Protocol fails or neglects to so defend said action, Client may defend the same and any expenses, including reasonable Attorney fees, which Client may pay or incurin defending said action and the amount of any judgment which Client may be required to pay shall be promptly reimbursed by Protocol demand.

Client shall save and hold Protocol, harmless from and against and shall indemnify Protocol 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 Protocol is sued inany court for damages by reason of any of the acts of the Client, its agents, subcontractors, employees or other representatives referred to in this Agreement, Client 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 Client fails or neglects toso defend said action, Protocol may defend the same and any expenses, including reasonable attorney's fees, which Protocol maypay or incur in defending said action and the amount of any judgment which Protocol may be required to pay shall be promptly reimbursed by Client 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.

Joint Commission Policy Statement

Protocol is committed to providing a higher standard of service and to the delivery of safe, quality patient care. Protocol complieswith the Joint Commission's Standards for Healthcare Staffing Services. As our customer, you can have confidence thatthe processes within Protocol support that the supplemental staff working in your organization have met the requirementsestablished by the Joint Commission. To assure compliance with the Joint Commission Standards for Healthcare Staffing Services, Protocol provides the customer a written description of the following service features.

1. **Subcontractors**
   Protocol will not engage subcontractors to provide Assigned Personnel unless agreed to in advance by the customer.

2. **Floating**
   Assigned Personnel may only be placed in assignments that match the job description for which Protocol assigns them; if an Assigned Personnel is asked to float to another department with the customer, the department must be a like department or unit and the float employee must have demonstrated previous competency and have the appropriate certifications, credentials for that department/unit. Assigned Personnel should only be floated toareas of comparable clinical diagnoses and acuities.

3. **Competency Review**
   It is the responsibility of Protocol to conduct and finalize the pre-employment assessment of the Assigned Personnel's competence based on the techniques, procedures, technology and skills needed to provide care, treatment and services to the populations served by the customer upon completion of Protocol' orientation. It shallbe the responsibility of the customer to cooperate in a review or evaluation of each Assigned Personnel, relativeto the employee's ability to perform specific job functions upon completion of employee's assignment or shift. Protocol relies on the customer's feedback in order to accurately assess and re-assess the competence of the Assigned Personnel on an ongoing basis based on the customer's report of clinical performance.

4. **Orientation of Personnel**
   Protocol will provide all new employees with an orientation to the company's policies and procedures. It shall be theresponsibility of customer to orient Assigned Personnel to the facility and its rules and regulations and to acquaint them with the facility policies and procedures, including dress code, physical layout and equipment and to validate competency and ability of Assigned Personnel to properly use equipment.

5. **Employees and Independent Contractors**
   As the provider of staffing services, Protocol will be the employer of Assigned Personnel and shall not by reason of their temporary assignment with the customer through Protocol become employees of the customer. At its sole discretion Protocol reserves the right to utilize Independent Contractors in addition to its employees, to assist in the provision of all agreed upon Healthcare Supplemental Staffing services.

6. **Incident, Error, Tracking System**
   Upon notification of Incidents and or Errors, Protocol shall document and track all unexpected incidents, includingerrors, sentinel events and other events, such as injuries and safety hazards related to the care and servicesprovided, utilizing its data gathering tools. Information gathered tracked and analyzed is to shared and reportedappropriately to customers, regulatory bodies and the Joint Commission as required.

7. **Communication Occupational Safety Hazards/Events**
   It shall be the responsibility of the customer to notify Protocol within 24 hours of the event; any competency issues,incidents, and/or complaints related to the Assigned Personnel and/or Protocol. Customer agrees to initiate communication with Protocol whenever an incident/injury report related to the Assigned Personnel is

completed.

8. **Requirements for Staff Specified**
The requirements of staff sent to the customer by Protocol are to be determined by the customer as part of the written agreement between the two parties. It is Protocol' obligation to comply with the requirements of the customer by supplying staff that have the documented competencies, credentials, health screening and experience to satisfy the requirements specified by the customer in order to deliver safe care to the population being served.

9. **Staff Matching Requirements**
Protocol shall verify the Assigned Personnel's licensure, certification, education and work experience to assure they are competent and possess the skills and experience that match requirements for the assignment. Matching the Assigned Personnel's licensure, certification, education and work experience to assure they are competent andpossess the skills and experience matching the specified requirements of the assignment may include the use ofnew grad practitioners for Allied personnel and non-licensed nursing personnel such as sitters, caregivers andnursing assistants, it may also include licensed nursing personnel upon the request or approval of the customer.

10. **Direct Hire of Protocol Personnel**
When the Client hires the Personnel submitted by Protocol to the Client, a placement fee of twenty-five percent (25%)of the Personnel's projected annual salary is charged to the Client.

Additional Provisions

The Rate Schedule attached to this agreement as Exhibit A is incorporated by reference as if fully set forth herein. Either party upon a thirty (30) day written notice may terminate with or without cause this Agreement.

ACKNOWLEDGED AND AGREED TO

CLIENT:

Burbank Unified School District

Client/Company Name

Andrew Cantwell

Print Representative Name

Assistant Superintendent

Title

Signature

6/2/23

Date

ACKNOWLEDGED AND AGREED TO

Protocol Agency, Inc.

Eric Sarkisyan

Print Representative Name

CFO

Title

Signature

06/07/2023

Date

Protocol Agency

NEW ACCOUNT INFORMATION

COMPANY NAME: Burbank Unified School District

TYPE: ☐ CORPORATION ☐ LLC ☒ OTHER: Public School District

STATE OF REGISTRATION: California

FEDERAL TAX ID: 95-6000418

BUSINESS ADDRESS: 1900 West Olive Avenue

Burbank, CA 91506

AP/BILLING ADDRESS: Same as above

AP CONTACT PERSON: Linet G.

AP CONTACT PERSON PHONE NUMBER: 818-729-4465

AP CONTACT PERSON EMAIL ADDRESS: APInvoices@burbankusd.org

NAME OF BANK:

BANK ACCOUNT NUMBER:

NAME OF CEO:

NAME OF CFO:

NAME OF ADMINISTRATOR: Andrew Cantwell, Assistant Superintendent, Administrative Services

NAME OF OTHER VENDORS:

Protocol Agency

EXHIBIT A: Bill Rates

Staff Classification	Hourly Bill Rate
Registered Nurse (RN) with BSN	$105.00
Registered Nurse (RN) with 2-year college degree	$90
Licensed Vocational Nurse (LVN)	$75

- Minimum 1-hour paid orientation
- Minimum of 4 hours will be charged
- Work week is from Sunday through Saturday
- Time and a half (1.5 times the regular rate) will be billed for hours worked in excess of 8 hours in one day and 2x the regular rate for hours worked in excess of 12 hours in one day.
- Holiday base rate is 1.5 x the regular rate.
- Holiday hours begin at 7pm-7am, 11pn-7am on Eve of Holiday and includes 7am-7pm, 3pm-11pm, and 7pm-7am on actual holiday.
- Late cancellation (less than 2 hours before the shift) will be billed 2-hours minimum.
- If the staff has arrived at the facility prior to cancellation, minimum of 4-hours will be billed.
- All invoices are due upon receipt. Interest charge thereafter will be 1.5%, 18% APR.
- When District hires a Protocol personnel originally submitted by Protocol to Client ***after*** completing 1040 hours at Client facility, a placement fee of 10% of projected annual salary will be charged to the Client.
- When Client hires a Protocol personnel originally submitted by Protocol to Client ***prior*** to completing 1040 hours at Client facility, a placement fee of 20% of projected annual salary will be charged to the Client.
- Attorney's Fee: If either party to this Agreement institute 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.

Holidays Observed

- New Year's Eve/Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve/Day

Protocol Acknowledgement

Eric Sarkisyan

AUTHORIZED REPRESENTATIVE NAME

CFO

TITLE

Eric Sarkisyan **06/07/23**

SIGNATURE & DATE

Client Acknowledgment

Andrew Cantwell

AUTHORIZED REPRESENTATIVE NAME

Assistant Superintendent, Administrative Services

TITLE

SIGNATURE & DATE

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	April 4, 2024
SUBJECT:	Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Construction of Ball Wall, Disney Elementary School (Bond Fund)

Background:
The District is in the process of completing DSA project No. A03-123991, construction of a ball wall at Disney Elementary School that had to be removed from the initial scope of work for the Disney project due to DSA complications.

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

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

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

Discussion/Issues:
The District received a proposal from Massadi Enterprises Inc., dated February 15, 2024, to perform the required DSA Inspection Services for the installation of the ball wall at Disney Elementary School. Massadi Enterprises Inc., previously provided DSA Inspection Services to the District throughout the execution of the Measure S Bond and is familiar with Burbank Unified sites and staff.

Unlike the Public Works competitive bidding process, professional service providers can be selected on the basis of qualifications, services provided, and value to the client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services."

Financial Impact:
$9,000.00 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc., to perform Division of State Architect (DSA) Inspections for the Construction of the Ball Wall at Disney Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $9,000 (21.3-00000.0-91008-85000-6281-2010000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	April 4, 2024
SUBJECT:	Approval of Professional Services Agreement, Massadi Enterprises Inc., Division of State Architect (DSA) Inspections, Alterations to Existing Playground and Restroom with ADA Upgrades; Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)

Background:
The District is in the process of making modifications to the playground, adding a ramp, and ADA upgrades to the TK restroom at Theodore Roosevelt Elementary School.

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

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

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

Discussion/Issues:
The District has received a proposal from Massadi Enterprises Inc., on February 2, 2024, to perform the required DSA Inspection Services to complete the alterations to the playground and TK restroom with ADA Upgrades for the Teddy Bear Park Project at Theodore Roosevelt Elementary School.

Unlike the Public Works competitive bidding process, professional service providers can be selected on the basis of qualifications, services provided, and value to the client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services."

Financial Impact:

$18,000 (Bond Fund)

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Massadi Enterprises Inc. Division of State Architect (DSA) Inspections for the Alterations to the Existing Playground and Restroom with ADA Upgrades for the Teddy Bear Park Project at Theodore Roosevelt Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $18,000 (21.3-00000.0-91008-85000-6205-2140000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	April 4, 2024
SUBJECT:	Approval of Award of Contract, Montgomery Hardware Company, Furnish and Install Security Upgraded Hardware, Dolores Huerta Middle School, Thomas Jefferson Elementary School and Joaquin Miller Elementary School (Bond Fund)

Background:
In the spring of 2013, Bond Measure "S" was passed by the voters in Burbank. As part of Measure "S", the safety security and protection of students and staff is paramount. To fulfill that promise, the District has engaged with various providers for the procurement and installation of additional security hardware at Dolores Huerta Middle, Thomas Jefferson and Joaquin Miller Elementary Schools.

District-Wide Goals for 2022-2023:

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

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

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

Discussion/Issues:
The District received proposals No. 450623,450696, and 450684 from Montgomery Hardware to provide and install ADA security upgraded hardware at three (3) school sites. As a continuation of the Bond portion of Measure "S", District staff has worked closely with General Services Administration (GSA) approved providers to participate in procuring and installing various state-of-the-art hardware, security-locking mechanisms for the safety and security of students and staff throughout the District. Montgomery Hardware Company is an approved GSA dealer who is familiar with the District.

Fiscal Impact:
$397,234.04 - Dolores Huerta Middle School
$214,627.45 - Thomas Jefferson Elementary School
$215,643.53 - Joaquin Miller Elementary School
$827, 505.02 – Grand Total (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an award of contract between Burbank Unified School District and Montgomery Hardware Company to Furnish and Install Security Upgraded Hardware at Dolores Huerta Middle School,

Thomas Jefferson Elementary School and Joaquin Miller Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $827, 505.02 (21.3-00000.0-93000-85000-6249-7730000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	April 4, 2024
SUBJECT:	Approval of Professional Services Agreement, Ninyo & Moore Geotechnical and Environmental Services, Construction of Ball Wall, Walt Disney Elementary School (Bond Fund)

Background:
The District is in the process of completing DSA project No. A03-123991, construction of a ball wall at Walt Disney Elementary School. The California Administrative Code (CAC), Section 4-317(e) includes requirements for the performance of geotechnical (soils) studies, geohazard studies, and their associated reports. Note that a "geotechnical report" (or soil investigation report) might not include complete geohazard studies. In addition, CBC Section 1803A describes requirements for geotechnical investigations, with geohazard reports addressed specifically in Section 1803A.6. Ninyo & Moore is a licensed geotechnical and environmental sciences consultant the District has selected to provide the required services.

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

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

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

Discussion/Issues:
The District received a proposal #04-04432 dated February 20, 2024, from Ninyo & Moore to perform the required DSA services for the installation of the ball wall at Walt Disney Elementary School.

Ninyo & Moore will provide the following services as/if needed: Project coordination management and technical support including review of the project geotechnical reports, plans and specifications, work scheduling and distribution of test data; Attendance at pre-construction meetings and as-requested field meetings; Reports and test data will be uploaded to the project DSA Box on a regular basis; Field technician services for sampling and testing of earthwork for observation during grading operations and density testing of compacted fill; Preparation of progress reports and field memoranda to document the items observed; Structural Steel and welding special inspection services at the project sites and at the fabrication shops; Non-destructive testing of welds including ultrasonic and magnetic particle testing; Preparation of progress reports and field memoranda to document the items inspected; Laboratory testing including maximum

density testing of onsite materials; Preparation and submittal of the Geotechnical Verified (DSA 293) and Laboratory Verified Reports (DSA 291).

Unlike the Public Works competitive bidding process, professional service providers can be selected on the basis of qualifications, services provided, and value to the client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services."

Fiscal Impact:
$8,846.00 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Ninyo & Moore Geotechnical and Environmental Services for Construction of the Ball Wall at Walt Disney Elementary School, effective April 5, 2024 through April 4, 2025, not to exceed $8,846.00 (21.3-00000.0-91008-85000-6230-2010000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARED BY:	Dennis Allan Maxwell Jr, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities, Operations and Construction Technician
DATE:	April 4, 2024
SUBJECT:	Approval of Professional Services Agreement, Ninyo & Moore Geotechnical and Environmental Services, Alterations to Existing Playground and Restroom with ADA Upgrades, Teddy Bear Park Project, Theodore Roosevelt Elementary School (Bond Fund)

Background:
The District is in the process of making modifications to the playground, adding a ramp, and ADA upgrades to the TK restroom at Theodore Roosevelt Elementary School. The California Administrative Code (CAC), Section 4-317(e) includes requirements for the performance of geotechnical (soils) studies, geohazard studies, and their associated reports. Note that a "geotechnical report" (or soil investigation report) might not include complete geohazard studies. In addition, CBC Section 1803A describes requirements for geotechnical investigations, with geohazard reports addressed specifically in Section 1803A.6. Ninyo & Moore is a licensed geotechnical and environmental science consultant that is readily familiar with the District's sites and staff, as they provided Geotechnical Services to the District throughout the execution of Measure S.

District-Wide Goals for 2022-2023:

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

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

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

Discussion/Issues:
The District received a proposal #04-04420 from Ninyo & Moore on February 13, 2024, for materials testing services at Theodore Roosevelt Elementary School for the alternations to the existing playground and restroom that includes ADA upgrades.

Ninyo & Moore will provide the following services as/if needed: Project coordination, management and technical support including review of the project geotechnical reports, plans and specifications, work scheduling and distribution of test data; Attendance at pre-construction meetings and as-requested field meetings; Reports and test data will be uploaded to the project DSA box on a regular basis; Field technician services for sampling and testing of earthwork for observation during grading operations and density testing of compacted fill; Preparation of progress reports and field memoranda to document the items observed;

Structural steel and welding special inspection services at the project sites and at the fabrication shops; Non-destructive testing of welds including ultrasonic and magnetic particle testing; Preparation of progress reports and field memoranda to document the items inspected; Laboratory testing including maximum density testing of onsite materials. Preparation and submittal of the Geotechnical Verified (DSA 293) and Laboratory Verified Reports (DSA 291)

Unlike the Public Works competitive bidding process, professional service providers can be selected on the basis of qualifications, services provided, and value to the client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), "The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services."

Fiscal Impact:
$16,572.00 (Bond Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve an agreement for professional services between Burbank Unified School District and Ninyo & Moore Geotechnical and Environmental Services for the Alterations to the Existing Playground and Restroom with ADA Upgrades, for the Teddy Bear Park Project at Theodore Roosevelt Elementary, effective April 5, 2024 through April 4, 2025, not to exceed $16,572.00 (21.3-00000.0-91008-85000-6230-2140000) Bond Fund, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARE BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	April 4, 2024
SUBJECT:	Approval of Agreement for Audit Services, CliftonLarsonAllen

Background:

To comply with the provisions relating to Section 41020 of the Education Code, each district shall provide for an audit of the books and accounts of the district. The audits shall be made by a certified public accountant or a public accountant, licensed by the California Board of Accountancy.

Discussion/Issues:

CliftonLarsonAllen (CLA) will audit the District's financial statements for the fiscal years ending June 30, 2024, 2025 and 2026.

Fiscal Impact:

The District shall pay the Accountants for services of personnel in the following classifications at the corresponding hourly rates for the fiscal year:

	2024	**2025**	**2026**
Financial Statement Audit Fee	108,000	113,000	118,600
Measure S Bond Audit Fee	8,500	8,900	9,300
Standards Implementation	5,000	5,000	5,000
Subtotal	**$ 121,500**	**$ 126,900**	**$ 132,900**
5% Technology Fee	6,075	6,345	6,645
Total Maximum Fees	**$ 127,575**	**$ 133,245**	**$ 139,545**

The fees above are based on testing two federal programs and assumes the entity is a low-risk auditee. An additional fee will be added if it is determined additional federal programs are required to be tested. Additional fees are estimated at $6,000 - $8,000 based on complexity of the program.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the agreement between Burbank Unified School District and CliftonLarsonAllen (CLA), as the District Auditor for the fiscal years ending June 30, 2024, June 30, 2025 and June 30, 2026, not to exceed $127,575, $133,245 and $139,545 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and $6,000 to $8,000 per additional program, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CliftonLarsonAllen LLP
https://www.claconnect.com

Master Services Agreement

Burbank Unified School District
1900 West Olive Ave, Burbank, CA, 91506
MSA Date: March 4, 2024

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Burbank Unified School District ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	**Time after the date we deliver the services or work product***
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Burbank Unified School District anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from March 4, 2024, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP
Gema M Ptasinski
Principal
(626)387-8217
gema.ptasinski@claconnect.com

Response:

This MSA correctly sets forth the understanding of Burbank Unified School District.

CLA
CLA

Gema M Ptasinski

Gema M Ptasinski, Principal

SIGNED 3/4/2024, 3:03:43 PM PST

Client
Burbank Unified School District

SIGN:

Andrew Cantwell, Assistant Superintendent of Administrative Services

DATE:

CliftonLarsonAllen LLP
https://www.claconnect.com

Statement of Work - Audit Services

March 4, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated March 4, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Burbank Unified School District ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended June 30, 2024, June 30, 2025 and June 30, 2026.

Gema Ptasinski is responsible for the performance of the audit engagement.

Scope of audit services
We will audit the financial statements of the Measure S Bond Building Fund , Burbank Unified School District, and the related notes to the financial statements as of and for the year ended June 30, 2024, June 30, 2025 and June 30, 2026.

We will conduct a performance audit of the District's Measure S bond funds as required by Section 1(b)(3)(c) of Article XIIIA of the California Constitution for the year ended June 30, 2024, June 30, 2025 and June 30, 2026.

Nonaudit services
We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.

Audit objectives
The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinions.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity’s ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

• Management Override of Controls - Management override refers to the ability of management and/or those charged with governance to manipulate accounting records and prepare fraudulent financial statements by overriding these controls, even where the controls might otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standard*s. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

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

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct

material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities , internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go

undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

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

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

> CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not

performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to none, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the none. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be

responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Measure S Financial Statement Audit and Performance Audit	
Fiscal Year 2024	$8,500
Fiscal Year 2025	$8,900
Fiscal Year 2026	$9,300
Preparation of the finanical statements and footnote disclosures	Included above
Mileage	Internal Revenue Service Rate

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as work progress.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the

activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement
We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

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

CLA
CLA

Gema M Ptasinski

Gema M Ptasinski, Principal

SIGNED 3/12/2024, 8:43:17 AM PDT

Client
Burbank Unified School District

SIGN:

Andrew Cantwell, Assistant Superintendent, Administrative Services

DATE:

CliftonLarsonAllen LLP
https://www.claconnect.com

Statement of Work - Audit Services (SA)

March 4, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated March 4, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Burbank Unified School District ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended 6/30/24, June 30, 2025 and June 30, 2026..

Gema Ptasinski is responsible for the performance of the audit engagement.

Scope of audit services
We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Burbank Unified School District, and the related notes to the financial statements as of and for the year ended 6/30/24, June 30, 2025 and June 30, 2026..

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The following RSI will be subjected to certain limited procedures, but will not be audited.

- Management's discussion and analysis.
- Budgetary comparison schedules.
- GASB-required supplementary pension and OPEB reporting.

We will also evaluate and report on the presentation of the following supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole:

Schedule of expenditures of federal awards

Supplementary information as outlined in the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (schedule of average daily attendance, schedule of instructional time, reconciliation of the annual financial and budget report with the audited financial statements), for the applicable year.

Combining non-major fund financial statements

The following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditors' report will not provide an opinion or any assurance on that information:

Schedule of Charter Schools

Schedule of Financial Trends and Analysis

Nonaudit services
We will also provide the following nonaudit services:

· Preparation of your financial statements and the related notes.

· Preparation of the required supplementary information (RSI).

· Preparation of the supplementary information.

· Preparation of schedule of federal awards.

· Converting modified accrual basis accounting records to accrual basis.

· Preparation of the data collection form

· Assistance with implementation of GASB Statement No. 96, Subscription-Based Information Technology Agreements and implementation of GASB Statement No. 87, Leases

Audit objectives
The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with

the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

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

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

- Reporting on internal control over compliance and expressing an opinion (or disclaimer of opinion) on compliance with the requirements described in the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting (State Audit Guide) for each applicable year.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. The State Compliance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements as described in the State Audit Guide applicable to each year; however, that audit does not provide a legal determination of the entity's compliance. All reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the

results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity’s ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

• Management Override of Controls - Management override refers to the ability of management and/or those charged with governance to manipulate accounting records and prepare fraudulent financial statements by overriding these controls, even where the controls might otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity the risk is nevertheless present in all entities. Due to the unpredictable way in which such override could occur, it is a risk of material misstatement due to fraud and thus a significant risk.

• Revenue recognition is dependent on the particular facts and circumstances of revenue streams within an organization. Because of the potential for manipulation of revenue recognition, audit standards require the presumption the risk of fraud exists in revenue recognition.

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing

significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

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

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

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

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our audit of compliance with State programs will consist of tests of transactions and other applicable procedures as described in the State Audit Guide for each applicable year and for the applicable programs. The purpose of those procedures will be to express an opinion on the district’s compliance with those requirements in our report on State Compliance and on Internal Control Over Compliance.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with

provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities , internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

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

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit

reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

> CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit

documentation and appropriate individuals will be made available upon request and in a timely manner to California Department of Education, California State Controller's Office, or the Los Angeles County Office of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the California Department of Education, California State Controller's Office, or the Los Angeles County Office of Education. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial and Compliance Audit, including the Data Collection Form:tatement Audit	
Fiscal Year 2024	$108,000
Fiscal Year 2025	$113,000

Fiscal Year 2026	$118,600
Assistance with preparation of financial statements including GASB 34 conversion entries	Included above
Assistance with GASB 84, Fiduciary Activities/other accounting consulting*	$5,000
GASB 87, Leases and GASB 96, SBITA	See below
Mileage	Internal Revenue Service Rate

The fees above are based on testing two federal programs and assumes the District is a low-risk auditee. An additional fee will be added if it is determined additional federal programs need to be tested. Fees are estimated at $6,000 - $8,000 based on complexity of the program.

The fees do not include additional time needed for GASB 34 and financial statement disclosures associated with new debt or debt refunding. Additional fees will be based on actual hours at standard billing rates.

Consulting - GASB 87, Leases:
* Lease review and assessment and update to Lease schedule - actual time at standard rates
* Annual journal entry calculation and disclosure update - $800
* Lease software annual maintenance fee $1,000 (base charge for up to 5 Leases plus $200 per additional lease)

Consulting - GASB 96, Subscription-Based Information Technology Arrangements:
*Review of SBITA agreements and update to SBITA schedule -actual time at standard rates
*Annual journal entry calculation and footnote disclosure update - $800
* SBITA excel tool - No charge

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	**Amount to be billed**
Upon start of engagement planning	30% of professional fees

June	30% of professional fees
September	30% of professional fees
At issuance of report	10% retention
Consulting services	As work progresses

It is understood that in accordance with Education Code 14505 and 41020, the entity and CLA agree to the following: ten percent (10%) of the audit fee shall be withheld by you until the Office of the Controller, State of California, certifies that the audit report conforms to the reporting provisions of the Audit Guide. (EC Section 14505(a). Fifty percent (50%) of the audit fee for any subsequent year of a multi-year contract will be withheld if the prior year's audit report was not certified as conforming to reporting provisions of the Audit Guide. This contract shall be null and void if CLA or individual(s) is declared ineligible, pursuant to subdivision (c) of Section 41020.5. The withheld amount shall not be payable unless payment is ordered by the State Board of Accountancy or the audit report for that subsequent year is certified by the Office of the Controller, State of California, as confirming to reporting provisions of the Audit Guide. (EC Section 1450S(b)). In accordance with Education Code Section 41020, all audit reports for the 1988-89 fiscal year, and for each subsequent fiscal year, shall be developed and reported using a format established by the Controller after consultation with the Superintendent of Public Instruction.

Unexpected circumstances
We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards
Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement
We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

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

CLA
CLA



Gema M Ptasinski, Principal

SIGNED 3/12/2024, 8:45:20 AM PDT

Client
Burbank Unified School District

SIGN:

Andrew Cantwell , Assistant Superintendent of Administrative Services

DATE: