BURBANK UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING

Thursday, July 20, 2023

6:00 p.m. - Closed Session
7:00 p.m.- Public Session

Burbank City Hall
275 E. Olive Avenue
Burbank, California

AGENDA

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

1. CALL TO ORDER

1.a NOTICE TO THE PUBLIC

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

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

1. Speakers who wish to provide a Public Comment virtually should sign up at this link: https://forms.gle/6MqYfiB7SnbQjU7T9 before 3pm on Wednesday, July 19th. 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 Conference with Legal Counsel - Existing Litigation Pursuant to Government Code §54956.9 (b)(1) and (b)(3)(A)
Final Settlement Agreement for Special Education Students 960012279, 960022068 and 960027511

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. REQUESTS TO ADDRESS THE BOARD

8.a Public Communications on a Subject Within the Jurisdiction of the School Board
An individual or group representative may address the Board of Education on any subject within its jurisdiction by completing a blue request card Speakers are requested to state their name prior to speaking to the Board. Not more than five (5) minutes may be allotted to each speaker, except by unanimous consent of the Board of Education. The order of speakers will be 1) students 2) Item(s) on the Agenda 3) Item(s) not on the agenda. The Superintendent may refer the matter to the proper department for review.

8.b Superintendent's Responses
The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

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

9. NEW AND/OR UNFINISHED BUSINESS

9.a Approval of Fiscal Crisis & Management Assistance Team (FCMAT) Study Agreement
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the study agreement between Burbank Unified School District and Fiscal Crisis & Management Assistance Team (FCMAT), effective July 21, 2023 through June 30, 2024, not to exceed $19,700 (01.0-00000.0-00000-71900-5820-7401000) respectively, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

FCMAT Agreement 072023.pdf

9.b Ratification of Agreement with Burbank Community YMCA for Childcare Services
Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide childcare services not to exceed $75,000 from the General Fund (12.0-906030-00010-10000-5810-5300000) effective July 1, 2023, through August 31, 2024, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented

YMCA-Ratification- Childcare Services 2023-7. 20. 23.pdf

9.c Ratification of 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and 4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E)
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and

4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E), effective July 1, 2023, as presented.

4 Step Salary Schedules for Asst Supts FINAL.pdf

9.d Ratification of Employment Contract for Assistant Superintendent of Instructional Services
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the employment contract for the Assistant Superintendent of Instructional Services, effective July 1, 2023 as presented.

Assistant Supt Instructional Services - Sharon Cuseo.pdf

9.e Ratification of Employee Contract for the Assistant Superintendent of Human Resources
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the employment contract for the Assistant Superintendent of Human Resources, effective July 17, 2023, as presented.

Assistant Supt HR - Dr Sarah Rudchenko.pdf

9.f Approval of Employment Contract for the Interim Assistant Superintendent of Educational Services
Saida Valdez, Director of Human Resources recommends that the Board of Education approve the employment contract with Peter Knapik, as Interim Assistant Superintendent of Educational Services, effective July 21, 2023, and end when: 1) the effective date begins for the new Assistant Superintendent of Educational Services who is hired; or 2) John Paramo resumes his position as Assistant Superintendent of Educational Services.

Interim Assistant Supt Ed Services - Dr Peter Knapik.pdf

9.g Ratification of Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C, effective July 1, 2023, as presented.

BASA Reclass FINAL.pdf

9.h Approval of Directives for Coaching and Athletic/Activities Camp Stipends
John Paramo, Acting Superintendent, recommends that the Board of Education approve the directives for Coaching and Athletic/Activities Camp stipend, as presented.

Coaching stipends and camps.pdf

9.i Approval of Amended Contract for California Department of Rehabilitation Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the amended contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience for identified students in the “We Can Work” Program, effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as

presented.

Amended DOR Contract 072023.pdf

9.j Acceptance of Gifts
John Paramo, Acting 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 072023.pdf

10. 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.

10.a Amended Final Settlement Agreement (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960027511, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through June 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on March 17, 2022 in the amount of $51,000. This amendment extends the original end date of August 1, 2023 to June 1, 2024.

SPED Student 960027511 Settlement Agreement_Amendment.pdf

10.b Approval of Personnel Report 23-24-01
Saida Valdez, Director, Human Resources Services, recommends that the Board of Education approve Personnel Report number 23-24-01, covering Certificated and Classified personnel, and consisting of Pages 1 to 29 inclusive, as presented.

Personnel Report 7-20-23.pdf

10.c 2022-2023 Purchase Order Report
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve Purchase Orders for 2022-2023 as listed through June 26, 2023, as presented.

2022-2023 PURCHASE ORDER REPORT.pdf

10.d 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 June 26, 2023, as presented.

2023-2024 PURCHASE ORDER REPORT.pdf

10.e Approval of Warrants
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the

Board of Education approve payroll warrants in the total amount of $14,120,635.92 and commercial warrants in the total amount of $5,848,876.77, as presented.

Warrants.pdf

10.f Ratification of Non-Instructional Consultant Services
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratification the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

Ratif Non Inst Con 072023.pdf

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

Ratif Inst Consultant 072023.pdf

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

Inst Consultant 072023_Redacted.pdf

10.i Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023
John Paramo, Acting Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023, Report Summary No. 4, April 1 through June 30, 2023, as presented.

BUSD_Williams_UCP_Report_4th_Quarter_2022 23.pdf

10.j Action on Final Settlement Agreement (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960022068, not to exceed $44,867.08, (01.0-65000.0-50010-36000-5813-7440000), effective March 15, 2023 through December 21, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960022068 Settlement Agreement.docx.pdf

10.k 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 LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2023, through June 30, 2024, not to exceed $350,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be

exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services LA City Cab_Ratification.pdf

10.l 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 IEE and Speech and Language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960032256, effective July 1, 2023 through December 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960032256 Karen Epport_Ratification.pdf

10.m 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 the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2023 through June 30, 2024, not to exceed $363,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Family Service Agency_Ratification.pdf

10.n Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Hathaway-Sycamores.pdf

10.o 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 SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services SpedEx_Ratification.pdf

10.p Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and RK Physical Therapy Services PC, to provide physical therapy to special education students, not to exceed $74,880 (01.0-65000.0-57602-11900-5850-7440000), effective August 7, 2023 through May 24, 2024, and that authority to sign the agreement be

exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services RK Physical Therapy.pdf

10.q 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 ProCare Therapy, to provide up to four (4) paraprofessionals to support special education students and teachers, not to exceed $290,290 (01.0-65000.0-57602-11900-5850-7440000), effective June 5, 2023 through May 25, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services ProCare Therapy_Ratification.pdf

10.r 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 Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $56,929 (01.0-65000.0-57602-11901-5850-7440000), effective June 5, 2023 through December 22, 2023, 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 $56,225. Due to rate changes as of July 1, 2023, this amendment increases the total by $704 for a total not to exceed $56,929.

SPED Professional Services Gary D Stromberg COTA_Amendment.pdf

10.s Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Lori Pogarian, Speech and Language Pathologist, to provide speech and language therapy, conduct assessments, written reports and attend student IEP meetings, not to exceed $144,000 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2023 through May 24, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Professional Services Lori Pogarian SLP.pdf

10.t Amendment of Reimbursement to Parent for Transportation (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend mileage reimbursement to the parents of Special Education Student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,039.28 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented

Note: The original agreement was approved on July 21, 2022 in the amount of $2,020. This amendment adds an additional $19.28 to increase the total not to exceed $2,039.28.

SPED Student 960001537 Parent Reimbursement_Amendment.docx.pdf

10.u Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Bright Beginnings for Kids, Inc., to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special education Student 960034223, not to exceed $1,475, (01.0-65000.0-57602-11900-5850-744000), effective July 21, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960034223 Bright Beginnings.pdf

10.v Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2023-2024 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of cancellation ninety (90) days prior to the renewal date, not to exceed $120,000 ($80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, ($39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2021 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

SPED Professional Services Paradigm_LEA Billing.pdf

10.w Ratification of Reimbursement to Parent for Transportation (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960027933 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,000. (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960027933 Parent Reimbursement_Ratification.docx.pdf

10.x Ratification of Reimbursement to Parent for Transportation (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960023284 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $9,536.80 (01.0-65000.0-50010-36000-5813-7440000), effective June 5, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960023284 Parent Reimbursement_Ratified.docx.pdf

10.y Amended 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 the Burbank Unified School District

and TinyEye Therapy Services to provide support to BUSD students with IEPs, not to exceed $269,895.15, (01.0-65000.0-57602-11900-5850-744000), effective November 4, 2022 through July 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original agreement was approved on November 3, 2022 in the amount of $266,532. This amendment adds an additional $3,363.15 to increase the total not to exceed $269,895.15. It also extends the end date from May 25, 2023 to July 31, 2023.

SPED Professional Services TinyEye Therapy_Amendment.pdf

10.z Action on Final Settlement Agreement (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, at no cost to District, (01.0-65000.0-50010-36000-5813-7440000), effective July 27, 2023 through June 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Settlement Agreement.docx.pdf

10.aa Approval of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (Special Education)

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2023 through June 30, 2024, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

SPED Professional Services Hatch & Cesario Attorneys-At-Law.pdf

10.ab Approval of Agreement for Professional Services (Special Education)
Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Marlen Barbee, to provide a Psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960012279, effective July 21, 2023 through April 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

SPED Student 960012279 Marlen Barbee.pdf

10.ac Approval of Burbank High School (Overnight) Field Trip
John Paramo, Acting Superintendent, recommends that the Board of Education approve the Burbank High School Dance Team (Overnight) Field Trip request to participate in the USA Summer Dance Camp in Buena Park, CA from Monday, July 24, 2023 through Thursday, July 27, 2023, as presented.

BHS Dance Team Extended Overnight Field Trip 7 20 23.pdf

10.ad Ratification of Burbank High School (Overnight) Field Trip

John Paramo, Acting Superintendent, recommends that the Board of Education ratify the Burbank High School Cheer Team (Overnight) Field Trip request to participate in the USA 2023 Showtime Cheer Camp in Pomona, CA from Thursday, July 20, 2023 through Sunday, July 23, 2023, as presented.

BHS cheer Team Extended Overnight Field Trip 7 20 23.pdf

10.ae Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School
John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $8550.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000, 11.0 -63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2023 through July 26, 2024, as presented.

BAS MVN 7 20 23.pdf

10.af Approval of Agreement – iHeartMEDIA
John Paramo, Acting Superintendent, recommends that the Board of Education approve the Agreement between the Burbank Unified School District, Burbank Adult School and iHeartMEDIA to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 21, 2023 through June 30, 2024, not to exceed $30,000
(11.0-63910.0-41101-27000-5850-5330000) - $7,500,
(11.0-63910.0-41102-27000-5850-5330000) -$7,500,
(11.0-63910.0-41104-27000-5850-5330000) - $7,500,
(11.0-63910.0-41106-27000-5850-5330000) - $7,500 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAS iHeartMEDIA 7 20 23.pdf

10.ag Approval of Independent Learning Academy Master Agreements
John Paramo, Acting Superintendent, recommends that the Board of Education approve the Independent Learning Academy Master Agreements for the 2023-2024 school year, effective July 21, 2023, as presented.

ILA Master Agreement 7 20 23.pdf

10.ah Approval of 2023-2024 Courses and Instructional Minutes for the Independent Learning Academy
John Paramo, Acting Superintendent, recommends that the Board of Education approve the course list and instructional minutes for the Independent Learning Academy, effective July 20, 2023 through June 30, 2024, as presented.

ILA Master Agreement 7 20 23.pdf

10.ai Approval of John Burroughs High School (Overnight) Field Trip
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 27, 2023, as presented.

JBHS cheer Team Extended Overnight Field Trip 7 20 23.pdf

10.aj Approval of Contract with Pali Institute for Outdoor Science School
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the contract with Pali Institute effective July 21, 2023, through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

OSS Contract Pali Institute-Roosevelt Elem 07.20.23.pdf

10.ak Approval of Agreement with Purple Communications, Inc.
John Paramo, Acting Superintendent, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Purple Communications, Inc., to provide Special Education interpreter services for Adult Education students, effective July 21, 2023 through June 30, 2024, not to exceed $5,000 ($1,000 each 11.0-63910.0-41101-10000-5810-5330000, 11.0-63910.0- 1104-10000-5810-5330000, $1,250=11.0-63910.0-41106-10000-5810-5330000, $1,750 =11.0-00639.0-41120-10000-5810-5330000) and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

BAS Purple Communications Agreement 7 20 23.pdf

10.al Ratification of Authorization of Signatures
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2023 through June 30, 2024, as presented.

Ratif Authorization of Signatures 072023.pdf

10.am 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 year ending June 30, 2023, not to exceed $95,550 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and hourly rates per additional programs, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CLA agmt 072023.pdf

10.an Approval of Raptor License for Emergency Management
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the addition of the Raptor Management Suite to the annual subscription of site visitor tracking effective August 1, 2023 through July 31, 2024, not to exceed $48,510, (01.0-00000.0-00000-77000-5840-7732000) and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

Approval of Raptor License 072023.pdf

10.ao Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to

participate in the Varsity Girls Tournament in Maui, Hawaii from Tuesday, November 14, 2023 to Sunday, November 19, 2023, as presented.

JBHS Basketball Overnight Field Trip HI 7 20 23.pdf

10.ap Approval of John Burroughs High School Cheer (Overnight) Field Trip
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 25, 2023, as presented.

JBHS cheer Team Extended Overnight Field Trip 7 20 23.pdf

10.aq Approval of Additive Change No 1, Southland Inc., Bid 2223-020, Roof Repair and Restoration in Gymnasium, John Burroughs High School (Routine Restricted Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No. 1 to the contract between Burbank Unified School District and Southland Roofing Inc. for Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

7-20 CO1_Southland_JBHS_RRM.pdf

10.ar Acceptance of Notice of Completion, Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary (Gift Fund)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary, effective June 29, 2023, not to exceed $36,764.69 (010-90201-0-00000-85000-6170-202-8700-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

NOC_Golden Rule Signs_Gift.pdf

10.as Acceptance of Notice of Completion, Southland Inc., Bid 2223-020 Roof Repair and Restoration in Gymnasium, in John Burroughs High School (Routine Restricted Maintenance)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, PO 23004776, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

7-20 NOC_Southland_JBHS_RRM.pdf

10.at Notice of Completion, Sierra School Equipment Company, Furnish and Install Crusader Auditorium Chairs, Miller Elementary School (Gift Funds)

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Crusader Auditorium Chairs at Miller Elementary School, PO#23001675, not to exceed $93,980 (010-90201-0-00000-85000-6250-210-8700) Gift Funds, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Sierra School_Miller_Gift Funds.pdf

10.au Notice of Completion, Professional Turf Specialties, Inc., Turf Renovation and Laser Grade Skinned Baseball Infield, John Burroughs High School (Safety Credits)
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Turf Renovation and Laser Grade Skinned Baseball Infield at John Burroughs High School, PO#23004181, not to exceed $23,861 (010-81500-0-00000-85000-6170-752-3200) Safety Credits, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

NOC_Professional Turf Specialities_JBHS_Safety Credits.pdf

10.av Ratification of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers
John Paramo, Acting Superintendent, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care centers, effective July 1, 2023 through June 30, 2024, not to exceed $100,000, (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_Student_Care_Center_Board_Report_2023_24.pdf

10.aw Ratification of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services
John Paramo, Acting Superintendent, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 1, 2023 through June 30, 2024, not to exceed $130,000 (010-01500.0-71500-31100-5810-7422000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FSA_School_Based_Counseling_Board_Report_2023_24.pdf

10.ax Approval of Amended Consultant Agreement for Academic Entertainment, Inc.
Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Academic Entertainment, Inc. to provide instructional consultant services, effective June 27, 2023 through June 29, 2023, in the amount of $4,785 (01.0-26000.0-11100-10000-5810-5489000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Amended Academic Ent 072023.pdf

11. REQUESTS TO ADDRESS THE BOARD

11.a Public Communications on Any Agenda Item and Any Subject Within the Jurisdiction of the School Board

An individual or group representative may address the Board of Education on any agenda item and any subject within its jurisdiction by completing a blue request card. Speakers are requested to state their name prior to speaking to the Board. Not more than three (3) 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.

11.b Superintendent's Responses

The Superintendent, will respond to public comment and will comment on items of interest to the Board of Education and community.

11.c Board Members' Comments and Responses

Board Members will respond to public comment and will comment on items of interest to the community.

12. ADJOURNMENT

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:	July 20, 2023
SUBJECT:	Approval of Fiscal Crisis & Management Assistance Team (FCMAT) Study Agreement

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Background:

At 2nd Interim, the District projected the unrestricted general fund balance to end the 22/23 fiscal year with $16.25 million. However, at budget adoption for 23/24 with complete estimated actuals, the ending fund balance was projected to be $36M. The largest reasons for this $11M increase was due to human errors.

The Board was notified of the errors and budget impact on June 6, 2023.

Discussion/Issues:

The Fiscal Crisis & Management Assistant Team (FCMAT) will assign professionals to study specific aspects of the district's operations. These professionals may include staff of the team, County Offices of Education, the California Department of Education, school districts, or private contractors.

In keeping with the provisions of Assembly Bill 1200 the county superintendent will be notified of the agreement between the district and FCMAT and will receive a copy of the final report. The final report will also be published on the FCMAT website.

FCMAT will review District operational processes and procedures in the Business Services Department and make recommendations for improved efficiency.

The areas identified for review include the following:

- Budget development
- Budget monitoring
- Position control
- Accounts payable
- Accounts receivable

Fiscal Impact:

The cost for studies requested pursuant to Education Code (EC) 42127.8(d)(1) shall be as follows:

- $1,100 per day for each staff member while on-site, conducting fieldwork at other locations, preparing or presenting reports, or participating in meeting. The cost of independent FCMAT consultants will be billed at their actual daily rate for all work performed.
- All out-of-pocket expenses, including travel, meals and lodging.
- The district will be invoiced at actual costs, with 50% of the estimated cost due following the

completion of the on-site review and the remaining amount due upon the district's acceptance of the final report.

Based on the areas identified for review listed above, the total not to exceed cost of the study will be $19,700.

Any change to the scope of work will affect the estimated total cost.

Recommendation:

Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve the study agreement between Burbank Unified School District and Fiscal Crisis & Management Assistance Team (FCMAT), effective July 21, 2023 through June 30, 2024, not to exceed $19,700 (01.0-00000.0-00000-71900-5820-7401000) respectively, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

About FCMAT

The Fiscal Crisis and Management Assistance Team (FCMAT) was created by legislation in 1991 as an independent and external state agency. FCMAT's mission is to assist California's K-14 local educational agencies (LEAs) to identify, prevent and resolve financial, operational and data management challenges by providing management assistance and professional learning opportunities.

FCMAT's services are used not just to help avert fiscal crisis, but to promote sound financial practices, support the training and development of chief business officials, and help create efficient organizational operations.

FCMAT's data management services help LEAs to meet state reporting responsibilities, improve data quality and inform instructional program decisions.

FCMAT's support has evolved based on the changing needs of K-14 LEAs and the implementation of major educational reforms.

Since its inception, FCMAT has performed more than 1,000 reviews for LEAs, including K-12 school districts, county offices of education, community colleges and charter schools. Eighty percent of FCMAT's work is the result of an LEA inviting FCMAT to perform proactive preventive services or professional learning. Twenty percent of FCMAT's work is a result of assignments by the state Legislature and oversight agencies to conduct fiscal crisis intervention, including fiscal health risk analyses (FHRAs) and extraordinary audits per Education Code section 1241.5.

FCMAT is funded through appropriations in the state budget and modest fees to requesting agencies.

FCMAT
Chief Executive Officer
Michael H. Fine

1300 17th Street – City Centre
Bakersfield, CA 93301-4533
Telephone 661-636-4611
Fax 661-636-4647
Website: www.fcmat.org

CSIS

500 Capitol Mall, Suite 200
Sacramento, CA 95814
Telephone 916-325-9200
Fax 916-325-9290
Website: https://csis.fcmat.org

FCMAT FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM





- *Management Assistance and Crisis Intervention*
- *Professional Learning*
- *Fiscal Resources, Software and Publications*
- *Data Management*

Management Assistance and Crisis Intervention

FCMAT may be invited into a county office of education, school district, charter school or community college to provide management assistance related to the fiscal health of the LEA. FCMAT can also be assigned by the Superintendent of Public Instruction (SPI), the county superintendent of schools, the California Community Colleges Board of Governors or the state Legislature to provide assistance with a fiscal crisis or management challenge.

Based on the 2018-19 Budget Act, FCMAT also can engage automatically with an LEA to conduct a fiscal health risk analysis (FHRA) to determine the LEA's level of risk for insolvency, if the LEA has a disapproved budget; a negative interim report certification; three consecutive qualified interim report certifications; a downgrade of an interim certification by the county superintendent; or a "lack of going concern" designation by the county superintendent.

When a request or assignment is received, FCMAT works closely with the LEA to define the scope of work, assemble a team, conduct on-site fieldwork and provide a written report with findings and recommendations to help identify and resolve issues, overcome challenges and plan for the future.

Fiscal Resources

Projection-Pro Software

Projection-Pro is a free online multiyear financial projection software service built from the ground up for California's local educational agencies, including school districts, county offices of education, charter schools and oversight agencies.

The software is designed to build a foundational multiyear and cash flow projection based on best practices and statewide assumptions. The data created initially by the software will contain many elements of a quality projection. LEAs then customize the projection with local information to produce a complete projection. The results can be used by LEAs in preparing budgets, interim reports and year-end financial reports, and in performing "what if" scenarios for collective bargaining, LCAP planning and other analyses.

For more information or to request services, visit www.fcmat.org and click on "request our services," or call (661) 636-4611.

Special Education Monitoring Tool

FCMAT has developed a monitoring tool for special education expenditure and contribution trends, enabling district business offices (and county offices conducting reviews) to quickly assess their monitoring of contribution rates, identification rates, staffing/caseload analysis and NPS/NPA costs.

SCFF Calculator and Help Desk

The Student Centered Funding Formula (SCFF) Calculator and Online Help Desk have been produced to assist community colleges as they transition to the SCFF, and to assist in budget development and fiscal projections. FCMAT will provide the field with updates to the tool as warranted.

LCFF Calculator and Help Desk

The Local Control Funding Formula (LCFF) Calculator, Online Help Desk and associated resources continue to reflect FCMAT's committed support to users related to the LCFF. FCMAT continues to provide the field with updates to the tool as warranted.

Fiscal Health Risk Analysis

FCMAT has developed the Fiscal Health Risk Analysis as a tool to help evaluate an LEA's fiscal health and risk of insolvency in the current and two subsequent fiscal years. Versions are available for K-12 and for community colleges. Each section of the analysis covers key aspects of organizational health.

Indicators of Risk or Potential Insolvency

FCMAT has compiled the list of indicators of risk or potential insolvency to assist both K-12 and community college districts in recognizing indicators that may eventually contribute to an LEA's insolvency and loss of local control. The existence of any one of the indicators increases risk and the need for assistance from outside agencies. Identifying issues early is the key to maintaining fiscal health.

Accounting Controls Risk Analysis

FCMAT has developed the Accounting Controls Risk Analysis as a management tool to evaluate key indicators that may assist a county office of education in determining whether a fiscally accountable or fiscally independent school district has adequate accounting controls to maintain its status.

Professional Learning Services

FCMAT's professional learning services support FCMAT's mission to help LEAs identify, prevent and resolve financial, operational and data management challenges and help build capacity in school business leadership.

Professional learning includes regional and entity-specific workshops; various leadership preparation programs; written resources, manuals and guides; and product development. FCMAT delivers and partners with other organizations in quality professional learning for county offices, K-12, community college and charter school personnel.

FCMAT continues to develop and provide numerous publications, software tools, workshops and professional learning opportunities to help LEAs operate more effectively and fulfill their fiscal oversight and data management responsibilities.

CBO Mentor Program

FCMAT's Chief Business Official (CBO) Mentor Program is a year-long experience designed to produce qualified CBOs. The program consists of classroom training, and each participant is assigned an experienced CBO or recognized expert in the field to serve as a mentor and provide one-on-one support and assistance as needed.

In addition to the CBO Mentor Program, FCMAT supports all of the statewide leading CBO preparation programs by providing staff instructors or assisting financially to lower the cost to attendees.

Publications

FCMAT has developed and continues to update a number of publications to assist LEAs in their many responsibilities, including: the Associated Student Body Manual, Fraud Prevention Guide and Desk Reference; the Fiscal Oversight Guide; the COE Fiscal Procedural Manual; and the Charter School Accounting and Best Practices Manual.

Data Management

The California School Information Services (CSIS) division of FCMAT assists the California Department of Education (CDE) with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS). CSIS also hosts and maintains the Ed-Data website (www.ed-data.org) and provides technical expertise to the Ed-Data partnership: the CDE, EdSource and FCMAT.

FCMAT

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
STUDY AGREEMENT
JULY 11, 2023

The Fiscal Crisis and Management Assistance Team (FCMAT), hereinafter referred to as the team, and the Burbank Unified School District, hereinafter referred to as the district, mutually agree as follows:

1. BASIS OF AGREEMENT

The team provides a variety of services to local educational agencies (LEAs). The district has requested that the team assign professionals to study specific aspects of the district's operations. These professionals may include staff of the team, county offices of education, the California Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this agreement.

In keeping with the provisions of Assembly Bill 1200, the county superintendent will be notified of this agreement between the district and FCMAT and will receive a copy of the final report. The final report will also be published on the FCMAT website.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

Review the district's operational processes and procedures in the Business Services Department, and make recommendation for improved efficiency, if any.

The areas identified for review include the following:

- Budget development
- Budget monitoring
- Position control
- Accounts payable
- Accounts receivable

B. Services and Products to be Provided

1. Orientation Meeting – The team will conduct an orientation session at the district to brief district management and supervisory personnel on the team's procedures and the study's purpose and schedule.
2. On-site Review – The team will conduct an on-site review at the district office and at school sites if necessary.

3. Exit Meeting – The team will conduct an exit meeting at the conclusion of the on-site review to inform the district of significant findings and recommendations to that point.

4. Exit Letter – Approximately 10 days after the exit meeting, the team will issue an exit letter briefly memorializing the topics discussed in the exit meeting.

5. Draft Report – The draft report will be emailed to the district's administration for review and comment.

6. Final Report – The final report will be emailed to the district's administration and to the county superintendent following completion of the review. FCMAT will provide physical copies upon request.

7. Follow-Up Support – If requested by the district within six to 12 months after completion of the study, FCMAT will return to the district at no cost to assess the district's progress in implementing the recommendations included in the report. Progress in implementing the recommendations will be documented to the district in a FCMAT management letter. FCMAT will work with the district on a mutually convenient time to return for follow-up support that is no sooner than eight months and no later than 18 months after completion of the study.

3. PROJECT PERSONNEL

The FCMAT study team may include:

To be determined	***FCMAT Staff***
To be determined	***FCMAT Consultant***

4. PROJECT COSTS

The cost for studies requested pursuant to Education Code (EC) 42127.8(d)(1) shall be as follows:

A. $1,100 per day for each staff member while on-site, conducting fieldwork at other locations, preparing or presenting reports, or participating in meetings. The cost of independent FCMAT consultants will be billed at their actual daily rate for all work performed.

B. All out-of-pocket expenses, including travel, meals and lodging.

C. The district will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon the district's acceptance of the final report.

Based on the elements noted in section 2A, the total not-to-exceed cost of the study will be $19,700.

D. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT's services are payable to Kern County Superintendent of Schools - Administrative Agent, 1300 17th Street, City Centre, Bakersfield, CA 93301.

5. RESPONSIBILITIES OF THE DISTRICT

A. The district will provide office and conference room space during on-site reviews.

B. The district will provide the following if requested:

1. Policies, regulations and prior reports that address the study scope.
2. Current or proposed organizational charts.
3. Current and two prior years' audit reports.
4. Any documents requested on a supplemental list. Documents requested on the supplemental list should be provided to FCMAT only in electronic format; if only hard copies are available, they should be scanned by the district and sent to FCMAT in an electronic format.
5. Documents should be provided in advance of fieldwork; any delay in the receipt of the requested documents may affect the start and/or completion date(s) of the project. Upon approval of the signed study agreement, FCMAT will provide access to its online SharePoint document repository, where the district will upload all requested documents.

C. The district's administration will review a draft copy of the report resulting from the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the team prior to completion of the final report.

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

6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for different phases of the study and will be established upon receipt of the signed study agreement:

Orientation:	to be determined
Staff Interviews:	to be determined
Exit Meeting:	to be determined
Draft Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined, if requested
Follow-Up Support:	if requested

7. COMMENCEMENT, TERMINATION AND COMPLETION OF WORK

FCMAT will begin work as soon as it has assembled an available and appropriate study team consisting of FCMAT staff and independent consultants, taking into consideration other jobs FCMAT has previously undertaken and assignments from the state. The team will work expeditiously to complete its work and deliver its report, subject to the cooperation of the district and any other parties from which, in the team's judgment, it must obtain information. Once the team has completed its fieldwork, it will proceed to prepare a draft report and a final report. Prior to completion of fieldwork, the district may terminate its request for service and will be responsible for all costs incurred by FCMAT to the date of termination under Section 4 (Project Costs). If the district does not provide written notice of termination prior to the completion of fieldwork, the team will complete its work and deliver its report and the district will be responsible for the full costs. The district understands and agrees that FCMAT is a state agency and all FCMAT reports are published on the FCMAT website and made available to interested parties in state government. In the absence of extraordinary circumstances, FCMAT will not withhold preparation, publication and distribution of a report once fieldwork has been completed, and the district shall not request that it do so.

8. INDEPENDENT CONTRACTOR

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

9. INSURANCE

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

10. HOLD HARMLESS

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

11. COVID-19 PANDEMIC

Because of the existence of COVID-19 and the resulting shelter-at-home orders, local educational agency closures and other related considerations, at FCMAT's sole discretion, the Scope of Work, Project Costs, Responsibilities of the District (Sections 1, 4 and 5 herein) and other provisions herein may be revised. Examples of such revisions may include, but not be limited to, the following:

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

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

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

12. FORCE MAJEURE

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

13. CONTACT PERSON

Name:	Andrew Cantwell, Assistant Superintendent, Administrative Services
Telephone:	(818) 729-4473
E-mail:	andrewcantwell@burbankusd.org

Dr. John Paramo, Superintendent
Burbank Unified School District

Date

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

Date

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Ratification of Agreement with Burbank Community YMCA for Childcare Services

Background:

On March 2, 2023, the Board of Education approved the closure of the Monterey Infant Center. As a part of that approval, the Board agreed to the concept that the Burbank Community YMCA would undertake childcare services for up to four children until they reach the age of two years old. Children age out of State-funded childcare previously provided through the Monterey Infant Center.

District-Wide Goals for 2022-2023:

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

Discussion/Issues:

The agreement with the Burbank Community YMCA is for the childcare costs for up to four children until the child turns two years of age. There are currently four children eligible for childcare services though only two have agreed to services through the YMCA.

Fiscal Impact:

The District contract is an agreement for up to $75,000 beginning on July 1, 2023, through August 31, 2024, with the Burbank Community YMCA for up to four children. The funding for this expenditure is from the General Fund.

Recommendation:

Peter Knapik, Director, Elementary Education, recommends that the Board of Education ratify the Agreement between the Burbank Unified School District and Burbank Community YMCA, to provide childcare services not to exceed $75,000 from the General Fund (12.0-906030-00010-10000-5810-5300000) effective July 1, 2023, through August 31, 2024, and that authority to sign this agreement be exercised pursuant to BUSD-AR 3314, as presented.

AGREEMENT TO PROVIDE FOR CHILDCARE SERVICES BY THE

BURBANK COMMUNITY YMCA

FOR BURBANK UNIFIED SCHOOL DISTRICT

FORMER MONTEREY INFANT CENTER CHILDREN

The Burbank Unified School District (“DISTRICT”) and Burbank Community YMCA, a California non-profit corporation (“YMCA") enter into this agreement (“Agreement") for the following purposes and with reference to the following facts:

WHEREAS, DISTRICT seeks to contract with YMCA, to provide childcare services for up to four children from July 1, 2023 through August 31, 2024.

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

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

1. **Scope of Services**

   The DISTRICT collaborates with the YMCA to provide childcare services for up to four children formerly serviced by the Monterey Infant Center until the children age out at two years of age.

   YMCA agrees to comply with any further requirements imposed on the DISTRICT by the California Department of Social Services ("CDSS"). YMCA agrees to the following:

A. Operational Requirements

- To operate July 1, 2023 through August 31, 2024, typically five days per week except when the YMCA Childcare facility is closed.

- To fulfill the administrative functions for hiring childcare staff. Decisions on hiring, wages, and management will be performed by the YMCA. The YMCA reserves the right to terminate any employee for violation of any YMCA policies.

- To develop a curriculum and enrichment plan that meets the educational needs of the students who will be served by the program. This plan shall be consistent with the day-to-day operations of the YMCA childcare program.

- To follow California Department of Social Services requirements.

- To collaborate with the District administrative staff.

- To collaborate in providing a safe, physical, and emotional environment.

- To comply with all federal statutes relating to nondiscrimination, including the Title VI of Rights Act 1964 (45 *USC* sections 2000d through 2000d 4) prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (20 *USC* sections 1681 1683) prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (20USC Section 794) prohibiting discrimination on the basis of handicap; and the Age Discrimination Act (42USC Section et seq) prohibiting discrimination on the basis of age.

B. Staffing Requirements

- To ensure that all personnel who have direct supervision of students meet the minimum qualifications of the YMCA.

- To confirm that all program staff managed by YMCA participate in training regarding safety/emergency rules and regulations.

- To ensure that all staff and volunteers managed by the YMCA fulfill health

screening and fingerprint clearance requirements in current law according to YMCA policy.

C. **Reporting and Evaluation of Program**

- To provide background checks, fingerprints, hiring, and payroll services, consistent with YMCA policies.
- To keep accurate records and report actual expenditures to the DISTRICT on a monthly basis.
- To provide information for the statewide independent evaluation as required by CDSS or other State agencies though no evaluation reports are anticipated.
- To respond to any additional surveys or other methods of data collection that may be required by the CDSS or other State agencies.
- Provide reports to the DISTRICT as may reasonably be necessary to enable the DISTRICT to perform its duties. YMCA will maintain and provide access to all records used in the preparation of such reports for a period of five years.

2. Use of District Facilities

A. The YMCA could have access to the Horace Mann Childcare Facility that is operated by the YMCA

B. As the contracted vendor for the duration of this AGREEMENT, the YMCA agrees that the cost for the Use of Facilities will be incurred by the YMCA and will be included in the Horace Mann Facilities Use Agreement.

3. Term The term of this Agreement is from July 1, 2023 to August 31, 2024.

4. Compensation In consideration of the satisfactory provision of the above services, and in accordance with the provisions of the Title I GRANT funds, DISTRICT will compensate YMCA as follows:

a. Up to $75,000 (General Fund) for the actual monthly childcare fees for up to four children for the YMCA Childcare program

operating from July 1, 2023 through August 31, 2024.

b. YMCA agrees to supply the DISTRICT with any and all reporting information that is required by the CDSS or other State agencies in a timely manner and in advance of any deadlines.

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

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

6. **Amendment** This contract may be amended by written agreement of both parties.

7. **Indemnification**

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

7.2 Except to the extent resulting from or arising out of the negligence or willful misconduct of the YMCA, its Board, or any member thereof or their respective officers, employees, agents, or representatives, DISTRICT agrees to indemnify, hold harmless, release, and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, and covenants not to sue, the YMCA, its Board and each member thereof

and their respective officers, employees, agents or representatives, from any and all liability, loss suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which result from, or arise out of, or are claimed to result from or to arise out of any act of neglect, default or omission of DISTRICT, its employees, representatives, subcontractors, or agents relating to its activity or performance under this Agreement.

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

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

8.2 YMCA shall comply with the applicable sections of the California Labor Code concerning worker's compensation for injuries on the job. Compliance is accomplished by securing and maintaining in force a policy of workers' compensation insurance with statutory limits and Employer's Liability Insurance with a minimum limit of $1,000,000 per accident. The policy shall be endorsed to waive all rights of subrogation against DISTRICT, its board members, officers, employees, and volunteers for losses related to worker's compensation arising from the performance of this Agreement.

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

8.4 Prior to the commencement of performance, YMCA shall furnish DISTRICT with a certificate of insurance for each policy. Each certificate is to be signed. Certificate(s) must be in a form approved by DISTRICT. DISTRICT may require complete, certified copies of any or all policies, at any time.

8. 5 Failure to maintain required insurance at all times shall constitute a default notify DISTRICT and cease all performance under this Agreement until further directed by the DISTRICT.

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

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

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

IN WITNESS HEREOF, the parties hereto, have approved and executed this

Agreement on the date set forth opposite their respective signatures.

Mary Cutone Date	John Paramo, Ed.D. Date
President & CEO	Acting Superintendent of Schools
Burbank Community YMCA	Burbank Unified School District

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent of Schools and Saida Valdez, Director of Human Resources
PREPARED BY:	Saida Valdez, Director of Human Resources
SUBMITTED BY:	Erendira Jimenez, Executive Assistant to the Assistant Superintendent of Human Resources
DATE:	July 20, 2023
SUBJECT:	Ratification of 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and 4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E)

Background

A 4-Step Salary Schedule for Assistant Superintendents has been created to reflect and ensure that Assistant Superintendents maintain parity in remuneration and job responsibilities with other assistant superintendents in similar positions within the Los Angeles County.

Discussion/Issues

The 4-Step Salary Schedules for Assistant Superintendents are being proposed to better reflect the compensation for duties being performed by the current Assistant Superintendents in their respective departments. The new 4-Step Salary Schedules will replace the existing salary schedules. Factored into the salary placement is information benchmarked from several other school districts within the Los Angeles County.

Fiscal Impact

There is not fiscal impact for ratifying these Salary Schedules. Each Assistant Superintendent contract will come individually before the Board of Education with placement in the Salary Schedule, which will reflect the fiscal impact.

Recommendation

Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the 4-Step Salary Schedule for Certificated Assistant Superintendents (Salary Schedule D) and 4-Step Salary Schedule for Classified Assistant Superintendents (Salary Schedule E), effective July 1, 2023, as presented.

CONTRACTED CLASSIFIED MANAGEMENT EMPLOYEES
SCHEDULE D
Effective July 1, 2021

RANGE		Annual Salary	
A	Superintendent	260,642	
B	Assistant Superintendent, Administrative Services	176,883	

Longevity Pay for Creditable District Service

Eligibility for longevity pay for Classified Supervisors, Managers and Confidential positions will be determined on the basis of total consecutive years of service as a regular employee in the Burbank Unified School District. A monthly stipend in the amount of $215 shall begin on the first day of the month following nine (9) consecutive years of service; a monthly stipend in the amount of $285 shall begin on the first day of the month following fourteen (14) consecutive years of service; and a monthly stipend in the amount of $355 shall begin on the first day of the month following nineteen (19) consecutive years of service; a monthly stipend in the amount of $424 shall begin on the first day of the month following twenty five (25) consecutive years of service, and a monthly stipend in the amount of $493 shall begin on the first day of the month following thirty (30) consecutive years of service.

Adopted: 7/21/2016
Revised: 10/20/2016, 2/2/17, 3/15/18,10/18/18,9/2/21,5/5/22

Burbank Unified School District

SALARY SCHEDULES FOR CLASSIFIED ASSISTANT SUPERINTENDENTS
SCHEDULE E
Effective July 1, 2023

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
		220	195,014	204,764	215,002	225,753
A	Assistant Superintendent of Administrative Services					

Adopted: **7/20/23**

Burbank Unified School District

SALARY SCHEDULES FOR CERTRIFICATED ASSISTANT SUPERINTENDENTS
SCHEDULE D
Effective July 1, 2023

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
		220	195,014	204,764	215,002	225,753
A	Assistant Superintendent of Human Resources Assistant Superintendent of Instruction Assistant Superintendent of Student Services					

Adopted: **7/20/23**

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent of Schools and Saida Valdez, Director of Human Resources
PREPARED BY:	Saida Valdez, Director of Human Resources
SUBMITTED BY:	Erendira Jimenez, Executive Assistant to the Assistant Superintendent of Human Resources
DATE:	July 20, 2023
SUBJECT:	Ratification of Employment Contract for Assistant Superintendent of Instructional Services

Background:
The current employment contract for the Assistant Superintendent of Instructional Services has been modified to reflect the approved 4-Step Salary Schedule for Assistant Superintendents. The Contract has been modified to reflect the effective date of July 1, 2023. The District and the employee mutually agree to amend the employee's base salary and to further extend all other terms of their current contract.

Discussion/Issues:
Rather than creating an amendment to the contract currently in force, a new contract is being presented for approval, which captures changes to the Salary provision in the agreement. All other provisions in the contract for the Assistant Superintendent of Instructional Services remain without any changes or modifications.

The Assistant Superintendent of Instructional Services will work under the direction of the Superintendent.

They will provide executive level management, control, and evaluation of the Instructional Services Department, which will support student learning. The employment contract for the position of Assistant Superintendent of Instructional Services is reflective of contracts held by other Assistant Superintendent positions in the Burbank Unified School District.

Fiscal Impact
The annual base salary for the Assistant Superintendent of Instructional Services will be $225,753.00 (01.0-00000.0-00000-72000-1314-7420000).

Recommendation
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the employment contract for the Assistant Superintendent of Instructional Services, effective July 1, 2023 as presented.

CONTRACT OF EMPLOYMENT

July 1, ~~2021~~ 2023 – June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

SHARON CUSEO

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and SHARON CUSEO (hereinafter referred to as "Assistant Superintendent of Instructional Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Instructional Services hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Instructional Services is employed by the Board as a certificated management employee for a term commencing July 1, 2023 and ending June 30, 2024. The parties agree that the position of Assistant Superintendent of Instructional Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Instructional Services does not acquire permanent status in the position. The term of this employment agreement is for three (3) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Assistant Superintendent of Instructional Services shall be paid an annual base salary in accordance with the Assistant Superintendent Salary Schedule attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the certificated salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the 2023-2024 school year, Assistant Superintendent of Instructional Services shall be placed on Step 4 of the Salary Schedule. Unless the parties agree otherwise in writing, the Assistant Superintendent of Instructional Services shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Instructional Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board

retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Instructional Services is a certificated management employee of the District and is in charge of the Instructional department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Instructional Services shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Instructional Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Instructional Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Instructional Services shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Instructional Services shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Instructional Services shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Instructional Services agrees to devote her full time and efforts to the position of Assistant Superintendent of Instructional Services for the District. The Assistant Superintendent of Instructional Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Instructional Services shall be required to work a positive work year of a minimum of 220 work days excluding holidays required by applicable law and such other holidays designated by the Board. She shall not accrue vacation. The Assistant Superintendent of Instructional Services shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Instructional Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Instructional Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract

and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Instructional Services will receive an increase in base salary equal to the same amount of masters or doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Instructional Services remains employed as a senior manager with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent of Instructional Services makes this election, the benefits shall be available until the Assistant Superintendent of Instructional Services reaches the age of 65.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Instructional Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Instructional Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Instructional Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Instructional Services through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Instructional Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Instructional Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Instructional Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Instructional Services may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Instructional Services' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Instructional Services each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Instructional Services shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Instructional Services finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Instructional Services may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Instructional Services to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Instructional Services. The Assistant Superintendent of Instructional Services may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Instructional Services shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Instructional Services may be terminated because of the continuing disability of the Assistant Superintendent of Instructional Services. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Instructional Services. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Instructional Services, and the Assistant Superintendent of Instructional Services is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Instructional Services: Any termination by the Assistant Superintendent of Instructional Services shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____

Sharon Cuseo, Assistant Superintendent of Instructional Services Date

By: _____

John Paramo, Acting Superintendent of Schools Date

By: _____

Steve Ferguson, President of the Board of Education Date

July 20, 2023

_____

DATE APPROVED BY THE
BOARD OF EDUCATION

EXHIBIT A

SALARY SCHEDULE

Burbank Unified School District (Page 1 of 1)

SALARY SCHEDULES FOR CERTIFICATED ASSISTANT SUPERINTENDENTS

SCHEDULE D

Effective July 1, 2023

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of Human Resources Assistant Superintendent of Instruction Assistant Superintendent of Student Services	220	195,014	204,764	215,002	225,753

Adopted: **7/20/23**

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent of Schools and Saida Valdez, Director of Human Resources
PREPARED BY:	Saida Valdez, Director of Human Resources
SUBMITTED BY:	Erendira Jimenez, Executive Assistant to the Assistant Superintendent of Human Resources
DATE:	July 20, 2023
SUBJECT:	Ratification of Employee Contract for the Assistant Superintendent of Human Resources

Background

The resignation of Sarah Niemann, Assistant Superintendent of Human Resources, established a vacancy effective July 1, 2023. The vacancy for the position was posted on May 17, 2023 and interviews took place on June 14, 2023. The interviews were conducted by two panels composed of classified staff, certificated staff, and management staff. Sarah Rudchenko was the candidate selected to serve as the new Assistant Superintendent of Human Resources. She began her assignment on July 17, 2023.

Discussion/Issues

The Assistant Superintendent of Human Resources will work under the direction of the Superintendent. They will provide executive level management, control, and evaluation of the Human Services Department, which will support student learning. The employment contract for the position of Assistant Superintendent of Human Services is reflective of contracts held by other Assistant Superintendent positions in the Burbank Unified School District.

Fiscal Impact

The annual base salary for the Assistant Superintendent of Human Resources will be $204,764.00. (01.0-00000.0-00000-72000-1314-7550000)

Recommendation

Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the employment contract for the Assistant Superintendent of Human Resources, effective July 17, 2023, as presented.

CONTRACT OF EMPLOYMENT
July 17, 2023— July 16, 2027

BURBANK UNIFIED SCHOOL DISTRICT

AND

DR. SARAH RUDCHENKO

This Contract of Employment is entered into by and between the BURBANK UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DR. SARAH RUDCHENKO (hereinafter referred to as "Assistant Superintendent of Human Resources"), and dated, for reference purposes only, July 20, 2023.

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Assistant Superintendent of Human Resources hereby agree and promise as follows:

I. TERM

The Assistant Superintendent of Human Resources is employed by the Board as a certificated management employee for a term commencing July 17, 2023 and ending July 16, 2027**.** The parties agree that the position of Assistant Superintendent of Human Resources is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Assistant Superintendent of Human Resources does not acquire permanent status in the position. The term of this employment agreement is for four (4) years, but is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this contract can be exercised without obligating the district to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Assistant Superintendent of Human Resources shall be paid an annual base salary in accordance with the Assistant Superintendent Salary Schedule attached as Exhibit A (“Salary Schedule”). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the certificated salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the 2023-2024 school year, Assistant Superintendent of Human Resources shall be placed on Step 2 of the Salary Schedule. Unless the parties agree otherwise in writing, the Assistant Superintendent of Human Resources shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust the salary of the Assistant Superintendent of Human Resources from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

III. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Human Resources is a certificated management employee of the District and is in charge of the Human Resources department subject to the authority of the of Board and/or the authority of the Superintendent of Schools. The Assistant Superintendent of Human Resources shall report directly to the Superintendent who shall be the immediate supervisor. The Assistant Superintendent of Human Resources shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Assistant Superintendent of Human Resources also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Assistant Superintendent of Human Resources shall conduct herself with due regard to the public conventions and morals. The Assistant Superintendent of Human Resources shall not, either while rendering such services to the District, or in her private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Assistant Superintendent of Human Resources shall not do or commit any act or thing that will tend to degrade her in society or bring her into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Assistant Superintendent of Human Resources agrees to devote her full time and efforts to the position of Assistant Superintendent of Human Resources for the District. The Assistant Superintendent of Human Resources is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Assistant Superintendent of Human Resources shall be required to work a positive work year of a minimum of 220 workdays excluding holidays required by applicable law and such other holidays designated by the Board. The Assistant Superintendent of Human Resources shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Assistant Superintendent of Human Resources on or before June 30th. The Assistant Superintendent of Human Resources' per diem rate will be calculated based on annual salary divided by 220 days. The Assistant Superintendent of Human Resources shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Assistant Superintendent of Human Resources shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Assistant Superintendent of Human Resources will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Assistant Superintendent of Human Resources will receive an increase in base salary equal to the same amount of masters and doctorate stipends granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Assistant Superintendent of Human Resources remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement from active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Assistant Superintendent makes this election, the benefits shall be available until the Assistant Superintendent reaches the age of 65.

X. EVALUATION

The Superintendent of Schools shall evaluate the Assistant Superintendent of Human Resources at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Assistant Superintendent of Human Resources who shall have the right to make a written reaction or response to the evaluation before it is placed in the Assistant Superintendent of Human Resources' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Assistant Superintendent of Human Resources through participation, as mutually agreed to by the Superintendent of Schools, in:

1. Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Human Resources to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Assistant Superintendent of Human Resources to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Assistant Superintendent of Human Resources' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Termination by Mutual Consent: The District and Assistant Superintendent of Human Resources may by mutual agreement in writing terminate this Contract at any time.

B. Termination by District without Cause: The District may unilaterally and without cause terminate this contract and the Assistant Superintendent of Human Resources' employment. In consideration of the District's right to terminate this Contract without cause, the District shall continue to pay the Assistant Superintendent of Human Resources each month his/her then current salary for the remainder of this Contract, but not to exceed twelve (12) months. Upon termination of this Contract pursuant to this subparagraph, the Assistant Superintendent of Human Resources shall continue to receive the fringe benefits to which she was previously entitled for the remainder of this Contract, but not to exceed twelve (12) months, or until the Assistant Superintendent of Human Resources finds other employment, whichever occurs first. The intent of these provisions is to satisfy the requirements in Government Code sections 53260-53264, and shall be interpreted consistently with these statutes.

C. Termination by District for Cause: This Contract and the services of the Assistant Superintendent of Human Resources may be terminated by the District at any time for breach of this Contract, for the failure of the Assistant Superintendent of Human Resources to satisfactorily perform the duties of her position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources may then request (in writing) a conference with the Board. If a conference is granted by the Board the Assistant Superintendent of Human Resources shall be given a reasonable opportunity to address the Board.

D. Termination by District Based upon Continuing Disability: This Contract and the services of the Assistant Superintendent of Human Resources may be terminated because of the continuing disability of the Assistant Superintendent of Human Resources. In such event, the District shall give at least thirty (30) days prior written notice to the Assistant Superintendent of Human Resources. No such notice shall be sent until there are no remaining days of paid leave available to the Assistant Superintendent of Human Resources, and the Assistant Superintendent of Human Resources is not able to perform the essential duties of her position with or without reasonable accommodation.

E. Termination by Assistant Superintendent of Human Resources: Any termination by the Assistant Superintendent of Human Resources shall be preceded by at least forty-five (45) days written notice to the Board.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

BURBANK UNIFIED SCHOOL DISTRICT

By: _____
Sarah Rudchenko, Ed.D., Assistant Superintendent, Human Resources Date

By: _____
John Paramo, Ed.D., Acting Superintendent of Schools Date

By: _____
Steve Ferguson, President of the Board of Education Date

July 20, 2023

DATE APPROVED BY THE
BOARD OF EDUCATION

Burbank Unified School District

SALARY SCHEDULES FOR CERTRIFICATED ASSISTANT SUPERINTENDENTS
SCHEDULE D
Effective July 1, 2023

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
		220	195,014	204,764	215,002	225,753
A	Assistant Superintendent of Human Resources Assistant Superintendent of Instruction Assistant Superintendent of Student Services					

Adopted: **7/20/23**

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent of Schools and Saida Valdez, Director of Human Resources
PREPARED BY:	Saida Valdez, Director of Human Resources
SUBMITTED BY:	Erendira Jimenez, Executive Assistant to the Assistant Superintendent of Human Resources
DATE:	July 20, 2023
SUBJECT:	Approval of Employment Contract for the Interim Assistant Superintendent of Educational Services

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Background

On June 7, 2023 the Burbank Unified School District Board of Education approved to: 1) place Matthew Hill on paid administrative leave; and 2) appoint John Paramo, the Assistant Superintendent of Educational Services, as the Acting Superintendent of Schools.

The appointment of John Paramo as Acting Superintendent of Schools, establishes a need to temporarily fill the vacancy for the position of Assistant Superintendent for Educational Services.

Discussion/Issues

The Assistant Superintendent of Administrative Services will work under the direction of the Superintendent. The Assistant Superintendent of Educational Services assists principals and administrators in the organization and the daily operation of the schools and instructional programs. The position oversees and is responsible for the completion of special assignments and provides direction and supervision to directors and school principals. The Assistant Superintendent provides leadership for developing, achieving, and maintaining effective educational programs and services.

The District wishes to appoint Peter Knapik into the position of Assistant Superintendent for Educational Services. Knapik currently serves as the Director of Elementary Education. He possesses the knowledge, experience and necessary skills to perform this responsibility in the best interest of the community and of the District.

An employee contract is being presented to employ Peter Knapik as Interim Assistant Superintendent of Educational Services. The employee contract will have an effective date of

July 21, 2023 and end when: 1) the effective date begins for the permanent Assistant Superintendent of Educational Services who is hired; or 2) John Paramo resumes his position as Assistant Superintendent of Educational Services. He will be placed on Step 1 of the 5-Step Salary Schedule for Assistant Superintendents.

Fiscal Impact

The base salary for the Assistant Superintendent of Educational Services will be $185,727 per year. (01.0-00000.0-00000-72000-1314-7420000)

Recommendation

Saida Valdez, Director of Human Resources recommends that the Board of Education approve the employment contract with Peter Knapik, as Interim Assistant Superintendent of Educational Services, effective July 21, 2023, and end when: 1) the effective date begins for the new Assistant Superintendent of Educational Services who is hired; or 2) John Paramo resumes his position as Assistant Superintendent of Educational Services.

CONTRACT OF EMPLOYMEN1

July 20, 2023— June 30, 2024

BURBANK UNIFIED SCHOOL DISTRICT

AND

DR. PETER KNAPIK

This Contract of Employment is entered into by and between the BURBANK. UNIFIED SCHOOL DISTRICT (hereinafter referred to as "District") by and through its Board of Education (hereinafter referred to as "Board") and DR. PETER KNAPIK (hereinafter referred to as "Acting Assistant Superintendent of Educational Services").

This Contract of Employment is entered into pursuant to Education Code Section 35031 and such other applicable and relevant law.

The Board and the Acting Assistant Superintendent of Educational Services hereby agree and promise as follows:

I. TERM

The Acting Assistant Superintendent of Educational Services is employed by the Board as a certificated management employee for a term commencing July 20, 2023, and ending June 30, 2024, unless earlier terminated pursuant to this agreement**.** The parties agree that the position of Acting Assistant Superintendent of Educational Services is a senior management position in the certificated service as defined by Education Code sections 45100.5 and 45108.5, and that the Acting Assistant Superintendent of Educational Services does not acquire permanent status in the position. This Contract is subject to review and renewal by Board action annually. There is no "evergreen" or "roll-over" clause and it is intended that through appropriate evaluation and due process, the termination of this Contract can be exercised without obligating the District to any financial obligation beyond the natural conclusion of an employment contract year.

II. SALARY

The Acting Assistant Superintendent of Educational Services shall be paid an annual base salary in accordance with the Assistant Superintendent Salary Schedule attached as Exhibit A ("Salary Schedule"). The Salary Schedule shall be increased or decreased each year by the same percentage increase or decrease applied to the certificated salary schedule. All changes to the Salary Schedule shall be approved by the Board in the manner required by law. For the 2023-2024 school year, Acting Assistant Superintendent of Educational Services shall be placed on Step 1 of the Salary Schedule. Unless the parties agree otherwise in writing, the Acting Assistant Superintendent of Educational Services shall advance one step on the Salary Schedule each year until the maximum number of allowable steps is obtained.

The annual base salary is for twelve (12) months of service and shall be prorated for service of less than a full year. Notwithstanding the foregoing, the Board retains the right to adjust

the salary of the Acting Assistant Superintendent of Educational Services from time to time during the term of this Contract in order to provide a competitive and attractive salary. Furthermore, the Board retains the right to consider the awarding of an annual stipend with consideration to performance and depending on the fiscal condition of the District.

DUTIES AND RESPONSIBILITIES

The Acting Assistant Superintendent of Educational Services is a certificated management employee of the District and is in charge of the Educational department subject to the authority of the Board and/or the authority of the Superintendent of Schools. The Acting Assistant Superintendent of Educational Services shall report directly to the Superintendent who shall be the immediate supervisor. The Acting Assistant Superintendent of Educational Services shall faithfully and competently perform all duties and responsibilities required by the Board and/or Superintendent of Schools. The Acting Assistant Superintendent of Educational Services also shall faithfully and competently abide by all policies and directions from the Board, all directions from the Superintendent of Schools, and applicable and relevant law.

IV. MORAL CONDUCT

The Acting Assistant Superintendent of Educational Services shall conduct himself with due regard to the public conventions and morals. The Acting Assistant Superintendent of Educational Services shall not, either while rendering such services to the District, or in his private life, commit an offense involving moral turpitude under federal, state or local laws or ordinances. The Acting Assistant Superintendent of Educational Services shall not do or commit any act or thing that will tend to degrade him in society or bring him into public hatred, public disrepute, contempt, scorn, or ridicule, or that will tend to shock, insult, or offend the community or public morals or decency or prejudice the reputation of the District in the community.

V. WORK YEAR, HOLIDAYS AND SICK LEAVE

The Acting Assistant Superintendent of Educational Services agrees to devote his full time and efforts to the position of Assistant Superintendent of Educational Services for the District. The Acting Assistant Superintendent of Educational Services is a certificated management employee who is exempt from all overtime and all compensatory time off in lieu of overtime. The Acting Assistant Superintendent of Educational Services shall be required to work a positive work year of a minimum of 220 week days excluding holidays required by applicable law and such other holidays designated by the Board. The Acting Assistant Superintendent of Educational Services shall be entitled to twenty-seven (27) days of annual vacation per fiscal year that must be used each fiscal year, exclusive of holidays. Any unused vacation remaining at the end of a fiscal year will be paid out to the Acting Assistant Superintendent of Educational Services on or before June 30th. The Acting Assistant Superintendent of Educational Services' per diem rate will be calculated based on annual salary divided by 220 days. The Acting Assistant Superintendent of Educational Services shall be entitled to twelve (12) days of sick leave per year.

VI. HEALTH AND WELFARE BENEFITS

The Acting Assistant Superintendent of Educational Services shall be entitled to medical, dental, vision, and life insurance in the same amounts as granted by the Board generally to other certificated management employees of the District.

VII. LONGEVITY INCREASE

The Acting Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

VIII. MASTERS DEGREE AND DOCTORATE DEGREE

The Acting Assistant Superintendent of Educational Services will receive an increase in base salary equal to the same amount of masters and doctorate stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and presented to the Board of Education for approval.

IX. RETIREMENT BENEFITS

If the Acting Assistant Superintendent of Educational Services remains employed as an assistant superintendent with the District for a consecutive total of five (5) years of satisfactory service, then upon retirement fi-om active service from the District under the California State Teachers' Retirement System (CalSTRS), she may elect at her option, that the Board pay the premiums for medical, dental, vision and such other fringe benefits as are provided by the Board to other management employees. If the Acting Assistant Superintendent makes this election, the benefits shall be available until the Acting Assistant Superintendent reaches the age of 65.

The Acting Assistant Superintendent of Educational Services will automatically receive an increase in base salary equal to the same amount of longevity stipend granted by the Board of Education to other certificated management employees. When such an increase is granted, the employment contract and base salary will be amended and brought forward for Board approval.

X. EVALUATION

The Superintendent of Schools shall evaluate the Acting Assistant Superintendent of Educational Services at least annually and may do so at any time. A copy of any written evaluation shall be delivered to the Acting Assistant Superintendent of Educational Services who shall have the right to make a written reaction or response to the evaluation before it is placed in the Acting Assistant Superintendent of Educational Services' personnel file.

XI. PROFESSIONAL GROWTH

The District encourages the professional growth of the Acting Assistant Superintendent of Educational Services through participation, as mutually agreed to by the Superintendent of Schools, in:

Programs and other activities conducted or sponsored by local, state, and national school administrator associations;

2. Seminars and courses offered by public or private educational institutions;

3. Informational meetings with other persons whose skill or background would serve to improve the capacity of the Assistant Superintendent of Educational Services to perform professional responsibilities.

The Superintendent of Schools may permit release time for the Acting Assistant Superintendent of Educational Services to attend such activities and pay the necessary, reasonable fees and expenses pursuant to established procedures of the District.

XII. DUES AND MEMBERSHIPS IN ASSOCIATIONS AND ORGANIZATIONS

The District shall make direct payment of dues for the Acting Assistant Superintendent of Educational Services' membership in up to three (3) professional or service associations or organizations.

XIII. TERMINATION OF CONTRACT

This Contract may be terminated under the following conditions.

A. Hiring New Permanent Assistant Superintendent of Educational Services. This Contract shall terminate automatically, without the need for any additional notice to the Acting Assistant Superintendent of Educational Services, on the first date of service of a permanent Assistant Superintendent of Educational Services, unless otherwise agreed in writing.

B. Mutual Consent. The Contract may be terminated at any time by mutual consent of the Board and the Interim Superintendent.

C. Resignation. The Acting Assistant Superintendent of Educational Services may resign and terminate this Contract only by providing the Board with at least fourteen (14) days advance written notice, unless the Parties agree otherwise.

D. Written Notice of Termination. The Board may terminate this Contract for any reason whatsoever by providing the Acting Assistant Superintendent of Educational Services with at least fourteen (14) days advance written notice, unless the Parties agree otherwise.

E. Reversion to Previous Position. The Parties recognize that Dr. Knapik is currently the Director of Elementary Education for the District. Upon termination of this Contract for any reason except for cause, he shall have the right to return to the position of Director of Elementary Education for the District under the terms and conditions of that position.

F. Termination by District for Cause: This Contract and the services of the Acting Assistant Superintendent of Educational Services may be terminated by the District at any time for breach of this Contract, for the failure of the Acting Assistant Superintendent of Educational Services to satisfactorily perform the duties of his position as determined in the evaluation process conducted by the Superintendent, for any ground enumerated in Education Code section 44932, or for the commission of any act of fraud, misrepresentation or moral turpitude. The District shall not terminate this Contract under this subparagraph

until a written statement of unsatisfactory performance or grounds for termination has first been served upon the Acting Assistant Superintendent of Educational Services. The Acting Assistant Superintendent of Educational Services may then request (in writing) a conference with the Board. If a conference is granted by the Board the Acting Assistant Superintendent of Educational Services shall be given a reasonable opportunity to address the Board.

G. Termination by District Based upon Continuing Disability: This Contract and the services of the Acting Assistant Superintendent of Educational Services may be terminated because of the continuing disability of the Acting Assistant Superintendent of Educational Services. In such event, the District shall give at least thirty (30) days prior written notice to the Acting Assistant Superintendent of Educational Services. No such notice shall be sent until there are no remaining days of paid leave available to the Acting Assistant Superintendent of Educational Services, and the Acting Assistant Superintendent of Educational Services is not able to perform the essential duties of his position with or without reasonable accommodation.

XIV. MISCELLANEOUS PROVISIONS

1. This Contract is subject to all applicable laws of the State of California, titles and regulations of the State Board of Education, and Board Policies.

2. All promises and covenants contained herein are severable, and in the event any of them shall be held invalid by any court of competent jurisdiction, this Contract shall be interpreted as if such invalid promises or covenants were not contained herein.

3. This Contract is the full and complete agreement of the parties hereto. Any amendment, modifications, or variations from the terms of this Contract shall be in writing and shall be effective only upon written approval of such amendment, modification, or variation by the Board.

-- Signature Page Follows –

BURBANK UNIFIED SCHOOL DISTRICT

By:_____
Peter Knapik, Ed.D., Acting Assistant Superintendent, Educational Services Date

By:_____
John Paramo, Ed.D., Acting Superintendent of Schools Date

By:_____
Steve Ferguson, President of the Board of Education Date

July 20, 2023
_____
DATE APPROVED BY THE
BOARD OF EDUCATION

EXHIBIT A

SALARY SCHEDULE

Burbank Unified School District (Page 1 of 1)

SALARY SCHEDULES FOR CERTIFICATED ASSISTANT SUPERINTENDENTS

SCHEDULE D

Effective July 1, 2023

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4
A	Assistant Superintendent of Human Resources Assistant Superintendent of Instruction Assistant Superintendent of Student Services	220	195,014	204,764	215,002	225,753

Adopted: **7/20/23**

BURBANK UNIFIED SCHOOL DISTRICT
Office of Human Resources

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent of Schools and Saida Valdez, Director of Human Resources
PREPARED BY:	Saida Valdez, Director of Human Resources
SUBMITTED BY:	Erendira Jimenez, Executive Assistant to the Assistant Superintendent of Human Resources
DATE:	July 20, 2023
SUBJECT:	Ratification of Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C

Background
In order to ensure that supervisors, managers and confidential employees maintain parity in remuneration and job responsibilities with management employees in similar positions within the Burbank Unified School District, the District provided an opportunity for any such employee to request a formal review of duties and salary ranking by submitting a request for review of their position.

Discussion/Issues
The Burbank USD Reclassification Committee recommends the attached positions for reclassification including all recommended changes to the job descriptions and recommended commensurate salary range adjustment on the uniform salary schedules (See Attachments).

These reclassifications and job description are being proposed to better reflect the duties being performed by the current employees in these positions in their respective departments. Factored into the salary placement is information benchmarked from several other school districts.

Fiscal Impact
The financial implication to this Agreement is approximately $498,000.00.

Recommendation
Saida Valdez, Director of Human Resources, recommends that the Board of Education ratify the Employee Reclassification, Job Descriptions, and Certificated Supervisors and Managers Salary Schedule A, Classified Supervisors and Managers Salary Schedule B, and Confidential Employees Salary Schedule C, effective July 1, 2023, as presented.

CERTIFICATED OR CLASSIFIED	PREVIOUS POSITION TITLE	RECLASSIFIED POSITION TITLE	LAST NAME	FIRST NAME
Classified	Assistant Supervisor, Budget and Finance	Supervisor, Budget and Finance	WANTLAND	CARIN
Classified	Behavior Interventionist	Behavior Interventionist	BOYADZHYAN	ARMINE
Classified	Behavior Interventionist	Behavior Interventionist	INDERMILL	SARAH
Classified	Behavior Interventionist	Behavior Interventionist	PORTER	GEORGINA
Classified	Behavior Interventionist	Behavior Interventionist	ROBINSON	ALICIA
Classified	Behavior Interventionist	Behavior Interventionist	SHAUMYAN	ANNA
Classified	Behavior Interventionist	Behavior Interventionist	WILLIAMS	TERESA
Classified	Director of Informational Technology & Education Support	Director of Informational Technology & Education Support	VONK	RICK
Classified	Technician, Employee Injury & Illness Prevention	Coordinator, Workers' Compensation and Disability Management	LARSON	LORILEE
Classified	Occupational Therapist	Occupational Therapist	ANDERSON	JENNIFER
Classified	Occupational Therapist	Occupational Therapist	BAUMGARTEN	MEGAN
Classified	Occupational Therapist	Occupational Therapist	EINBINDER	SUE ELLEN
Classified	Occupational Therapist	Occupational Therapist	GRABER	ANDREA
Classified	Occupational Therapist	Occupational Therapist	JESSOE	JENNIFER
Classified	Occupational Therapist	Occupational Therapist	MORECRAFT	LAYNE
Classified	Occupational Therapist	Occupational Therapist	NAVARRO	TRISTEN

CERTIFICATED OR CLASSIFIED	PREVIOUS POSITION TITLE	RECLASSIFIED POSITION TITLE	LAST NAME	FIRST NAME
Classified	Occupational Therapist	Occupational Therapist	ROBERTSON	RISA
Classified	Occupational Therapist	Occupational Therapist	THOMAS	COURTNEY
Classified	Occupational Therapist	Occupational Therapist	TRAN	LISA
Classified	Occupational Therapist	Occupational Therapist	WARWICK	REBECA
Classified	Supervisor, Human Resources	Supervisor, Human Resources	CASTILLO	LETICIA
Classified	Supervisor, Payroll	Supervisor, Payroll	MAXWELL	TIFFANY
Classified	Supervisor, Trades	Manger, Trades	OGAWA	RANDY
Certificated	Coordinator of Instructional Technology	Director of Instructional Technology and Accountability	ANDERS	ROBYN
Certificated	Director of Elementary Education	Director, Elementary Education, Diversity, Equity, and Inclusion	KNAPIK	PETER
Certificated	Director of Pupil Personnel Services	Director, Student and Health Services	CASHMAN	STACY LEE
Certificated	Program Specialist II	Program Specialist II	NORRINGTON	VANESSA

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2022

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
		220	130,211	136,402	142,902	149,729	156,896	164,422	172,323	180,620
A	Director, Elementary Education and Diversity, Equity, and Inclusion Director, Human Resources Director, Secondary Education and Diversity, Equity, and Inclusion Director, Special Education and Psychological Services Director, Student and Health Services	Per Diem	591.87	620.01	649.56	680.59	713.17	747.38	783.29	821.00
B	Director of Adult School, ILA and FACTS Director of Instructional Technology and Accountability Principal, High School	220 Per Diem	123,823 562.84	130,017 590.99	136,514 620.52	143,342 651.56	150,509 684.14	158,035 718.35	165,936 754.26	174,231 791.96
C	Coordinator, Alternative Educational Programs Principal, Continuation High School Principal, Middle School	220 Per Diem	110,286 501.30	115,801 526.37	121,588 552.68	127,669 580.32	134,052 609.33	140,755 639.80	147,792 671.79	155,183 705.38
D	Principal, Adult Education	220 Per Diem	107,670 489.41	113,054 513.89	118,707 539.58	124,641 566.55	130,874 594.89	137,416 624.62	144,287 655.85	151,499 688.64
EE	Coordinator, Arts and Career Technical Education	220 Per Diem	108,825 494.66	114,266 519.39	119,977 545.35	125,974 572.61	132,277 601.26	138,890 631.32	145,596 661.80	153,127 696.03
E	Coordinator, Arts and Career Technical Education Coordinator, Special Education Principal, Elementary	215 Per Diem	106,351 494.66	111,667 519.39	117,250 545.35	123,111 572.61	129,269 601.26	135,733 631.32	142,519 661.80	149,646 696.03

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2022

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
F	Assistant Principal, High School	218	104,251	109,463	114,937	120,683	126,716	133,053	139,703	146,692
		Per Diem	478.22	502.13	527.24	553.60	581.27	610.34	640.84	672.90
G	Assistant Principal, High School (hired after 7/1/13)	215	102,815	107,957	113,351	119,021	124,973	131,224	137,783	144,673
		Per Diem	478.21	502.13	527.22	553.59	581.27	610.35	640.86	672.90
H	Alternative Education Administrator, Community Day School Alternative Education Administrator, Independent Learning Academy	210	101,786	106,871	112,215	117,824	123,716	129,902	136,395	143,215
		Per Diem	484.70	508.91	534.36	561.07	589.13	618.59	649.50	681.98
HH	Program Specialist II	215	94,116	98,824	103,763	108,952	114,398	120,119	126,123	132,430
		Per Diem	437.75	459.65	482.62	506.76	532.09	558.70	586.62	615.96
I	No Positions in this Classification	220	96,304	101,124	106,176	111,485	117,059	122,912	129,056	135,510
		Per Diem	437.75	459.66	482.62	506.75	532.09	558.70	586.62	615.96
J	Psychologist II	215	95,796	100,586	105,615	110,894	116,439	122,259	128,371	134,790
		Per Diem	445.57	467.85	491.24	515.79	541.58	568.65	597.08	626.94
K	Administrator on Special Assignment Assistant Principal, Middle School	213	95,499	100,274	105,287	110,551	116,079	121,881	127,978	134,376
		Per Diem	448.36	470.77	494.31	519.02	544.98	572.22	600.84	630.88
L	Assistant Principal, Middle School (hired after 7/1/12)	210	94,154	98,861	103,805	108,994	114,444	120,165	126,175	132,483
		Per Diem	448.36	470.77	494.31	519.02	544.98	572.22	600.84	630.88

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2022

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
M	Assistant Principal, Adult Education Coordinator, Child Development Programs	220	92,272	96,888	101,731	106,817	112,158	117,764	123,654	129,837
		Per Diem	419.42	440.40	462.42	485.54	509.81	535.30	562.07	590.17
N	Assistant Principal, Elementary	205	91,341	95,910	100,705	105,739	111,022	116,576	122,405	128,525
		Per Diem	445.57	467.86	491.25	515.80	541.58	568.67	597.10	626.96
O	Program Specialist I Psychologist I	200	87,554	91,929	96,525	101,351	106,417	111,737	117,323	123,189
		Per Diem	437.77	459.65	482.63	506.76	532.09	558.69	586.62	615.95
P	Educational Audiologist	187	84,744	88,977	93,428	98,096	103,001	108,150	113,556	119,235
		per diem	453.18	475.82	499.62	524.58	550.81	578.35	607.26	637.63
Q	Supervisor III, Child Development Centers Covering 2 Sites	220	70,324	73,843	77,534	81,409	85,479	89,756	94,241	98,955
		Per Diem	319.66	335.65	352.43	370.05	388.55	407.99	428.37	449.80
R	Supervisor III, Child Development Centers	220	67,030	70,326	73,842	77,534	81,409	85,482	89,754	94,241
		Per Diem	304.69	319.67	335.65	352.43	370.05	388.56	407.98	428.37
S	Supervisor II, Child Development Centers Covering 2 Sites	220	63,933	67,129	70,486	74,010	77,709	81,595	85,674	89,958
		Per Diem	290.61	305.14	320.40	336.41	353.23	370.89	389.43	408.90
T	Supervisor II, Child Development Centers	220	60,888	63,933	67,129	70,486	74,010	77,709	81,594	85,673
		Per Diem	276.77	290.61	305.14	320.40	336.41	353.23	370.89	389.43
U	Supervisor I, Child Development Centers	220	55,619	58,398	61,318	64,382	67,604	70,983	74,533	78,256
		Per Diem	252.82	265.45	278.72	292.65	307.30	322.65	338.79	355.71

CERTIFICATED SUPERVISORS AND MANAGERS
SALARY SCHEDULE A
Effective July 1, 2022

RANGE		DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
V	Assistant Child Development Centers Supervisor	220	43,948	46,215	48,496	50,944	53,438	56,135	58,994	61,905
		Per Diem	199.77	210.07	220.44	231.57	242.90	255.16	268.16	281.39

* Grandfathered

Adopted: 01/16/86

Revised: 05/02/91; 06/06/91; 08/15/91; 10/17/91; 05/21/92; 06/18/92; 10/01/92; 08/05/93; 07/21/94; 08/04/94; 09/15/94; 11/17/94; 01/05/95; 05/04/95; 08/17/95; 01/18/96; 05/16/96; 09/05/96; 09/19/96; 01/16/97; 07/03/97; 10/16/97; 02/19/98; 04/02/98; 08/20/98; 10/01/98; 11/05/98; 12/10/98; 02/18/99; 03/04/99; 06/24/99; 08/05/99; 08/17/00; 05/15/02; 11/07/02; 07/17/03; 03/18/04; 07/07/05; 4/20/06; 06/04/07; 3/20/08; 5/1/08; 6/24/10; 09/09/10; 11/8/10; 4/7/2011; 4/21/11; 09/15/11; 11/3/11; 02/16/12; 03/15/12; 06/07/12; 07/05/12; 08/02/12; 08/16/12; 02/07/13; 05/16/13; 3/20/14; 6/19/14; 02/05/15; 6/4/15; 10/15/15; 5/19/16; 10/20/16; 8/3/17; 12/21/17; 10/18/18; 2/4/21; 6/3/21; 9/2/21; 5/5/22; 6/2/22; 9/15/22; 3/2/23; **7/20/23**

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2022

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Director of Information Technology and Education Support	123,823	130,017	136,514	143,342	150,509	158,035	165936.000
AA	Director, Facilities Director, Fiscal Services	117,931	123,823	130,017	136,514	143,342	150,509	158,033
B	Assistant Director, Information Technology Director, Food Services Project Manager Supervisor, Budget and Finance Supervisor, Human Resources Supervisor, Payroll	100,363	105,381	110,647	116,180	121,989	128,089	134,494
C	Manager, Technology Services Mangaer, Trades Manager Occupational Therapist	93,293	97,956	102,855	107,996	113,395	119,066	125,019
D	No Position in this Classification	91,787	96,379	101,194	106,257	111,567	117,148	123,003
E	No Position in this Classification	86,736	91,072	95,626	100,406	105,427	110,698	116,232
F	Assistant Supervisor, Budget and Finance	84,574	88,801	93,239	97,902	102,800	107,937	113,333
G	No Position in this Classification	71,437	75,008	78,759	82,697	86,830	91,175	95,733

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2022

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
H	Coordinator, Emergency Planning and Safety Coordinator, Food Services Operations Manager, Reprographics/District Warehouse Supervisor, Food Services Field Supervisor, Purchasing	68,828	72,269	75,883	79,677	83,662	87,841	92,236
I	Behavior Interventionist Supervisor, Custodial Supervisor, Grounds	63,433	66,606	69,937	73,434	77,105	80,962	85,007
J	No Position in this Classification	61,179	64,236	67,449	70,821	74,363	78,082	81,987
K	Print Center Supervisor	55,973	58,770	61,708	64,794	68,032	71,434	75,006
L	No Position in this Classification	50,439	52,960	55,607	58,387	61,307	64,373	67,591
M	No Position in this Classification	48,818	51,259	53,825	56,514	59,336	62,304	65,419
N	No Position in this Classification	48,711	51,146	53,702	56,396	59,205	62,167	65,275
O	No Position in this Classification	47,086	49,440	51,914	54,504	57,232	60,093	63,097

CLASSIFIED SUPERVISORS AND MANAGERS
SCHEDULE B
Effective July 1, 2022

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
P	No Position in this Classification	46,554	48,879	51,326	53,889	56,587	59,415	62,386
Q	No Position in this Classification	45,490	47,765	50,157	52,663	55,293	58,057	60,962
R	Supervisor III, Food Service	43,951	46,148	48,456	50,877	53,421	56,093	58,898
S	Supervisor II, Food Service	39,563	41,542	43,619	45,797	48,088	50,492	53,017
T	No position in this classification	37,651	39,534	41,509	43,585	45,764	48,053	50,455

Adopted: 4/3/86

***All salaries listed are for 12-month employees and will be prorated for employees who do not work 12 months.

Revised: 12/06/90; 05/02/91; 02/20/92; 10/01/92; 09/19/93; 10/07/93; 04/07/94; 08/04/94; 11/17/94; 05/04/95; 07/06/95; 09/21/95; 01/18/96; 04/18/96; 08/02/96; 09/05/96; 01/16/97; 10/16/97; 02/19/98; 06/25/98; 02/04/99; 02/18/99; 06/24/99; 08/05/99; 08/19/99; 4/7/11; 4/21/11; 11/03/11; 12/15/11; 2/16/12; 3/15/12; 3/20/14; 6/19/14; 11/6/14; 02/19/15; 6/4/15; 6/18/15; 7/16/15; 3/3/16; 10/20/16; 11/3/16; 3/15/18; **07/20/23**

Burbank Unified School District

CONFIDENTIAL EMPLOYEES
SCHEDULE C
Effective July 1, 2022

RANGE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	Executive Assistant, Board of Education and Superintendent	79,115	83,070	87,226	91,587	96,166	100,976	106,024
B	Executive Assistant, Human Resources Office Assistant, Superintendent Senior Administrative Secretary, Administrative Services Senior Administrative Secretary, Confidential Technician, Employee Injury and Illness Prevention	62,514	65,367	68,918	72,365	75,983	79,779	83,771
C	No Position in this Classification	56,826	59,534	62,514	65,638	68,918	72,365	75,983

Rules and Regulations for Implementation of Salary Schedule C for Confidential Employees is the same as those adopted for employees on the

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; **07/20/23**

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~**ASSISTANT**~~ **SUPERVISOR OF BUDGET AND FINANCE**

BASIC FUNCTION:

Under the direction of the **Director of Fiscal Services** ~~assigned supervisor~~, coordinate, supervise and review the operations and activities of an assigned section of the District Fiscal Services Department; plan, organize and perform a variety of professional-level functions ensuring compliance with applicable regulations, requirements, policies and procedures; train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

Coordinate and supervise the operations and activities of an assigned section of the District Fiscal Services Department; plan, organize and perform a variety of professional-level fiscal functions ensuring compliance with applicable regulations, requirements, policies and procedures;

Train, supervise and evaluate the performance of assigned personnel; assign and review the work of personnel; provide the most effective use of personnel; confer with staff regarding issues and answer questions.

Ensure that assigned budget, accounting, payroll and/or benefits transactions and records are in compliance with federal, State and local regulations and requirements and District policies and procedures are met.

Present Budget and Financial reports/analysis to cabinet level personnel as needed.

Work closely with the Director of Fiscal Services acting as liaison between the appropriate Los Angeles County Office of Education and various departments and state agencies and assigned Fiscal services employees and disseminate information concerning the technical applications of the accounting, budget, payroll and benefits systems.

Ensure proper accounting, billing and monitoring of print shop revenues and expenses.

Oversee and monitor usage of financial software. Implement any upgrades or needed system improvements.

Review and verify assigned budget, accounting, payroll and/or benefits documents to assure accuracy, completion and compliance with policies, procedures and requirements.

Assist Director of Fiscal Services with monitoring attendance accounting and fundraising committee reporting as needed.

Prepare and review the preparation of regular accounting, budget and financial statements ensuring proper financial controls and practices in conjunction with generally accepted accounting principles.

Ensure time lines are met; maintain controls; assure proper procedures, policies, rules and regulations are applied to assigned activities.

Check for compliance with rules, regulations and policies.

Prepare complex financial and statistical reports and summaries related to assigned operations and activities; receive, review and balance financial and statistical reports.

Communicate with various District departments and personnel to answer questions and resolve issues; provide information concerning departmental functions.

Work closely with the **Director of Fiscal Services** ~~Supervisor of Budget and Finance~~ and other administrators to ensure timely and efficient exchange of information and to resolve discrepancies; assist in the absence of the **Director of Fiscal Services** ~~Supervisor of Budget and Finance as required~~.

Work closely with external auditors to ensure efficient and responsive audit of District accounts.

Operate a variety of office equipment such as computer, calculator, typewriter, fax and copier.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget, accounting, payroll and benefits principles, practices, procedures, methods and terminology.

Federal, State and local rules, regulations and requirements related to District fiscal functions.

District policies, procedures and requirements and general accounting principles related to fiscal functions.

Financial analysis and research techniques.

Principles and practices of supervision and training.

Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of computer hardware.
Current employee contract provisions.

ABILITY TO:
Coordinate and supervise the operations and activities of an assigned section of a Fiscal Services office.
Maintain complex financial records and accounts.
Operate a variety of office equipment such as computer hardware and software, calculator, typewriter and copier.
Train, supervise and evaluate personnel.
Assign and review the work of others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Analyze statements, invoices and reports.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years college-level course work in accounting and four years of increasingly responsible budget, accounting, or payroll experience including one year in a lead capacity.

WORKING CONDITIONS:

Typical office environment.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **BEHAVIOR INTERVENTIONIST**

BASIC FUNCTION:

Under the direct supervision of a District Special Education Program Specialist or other Special Education Administrator, ~~The Behavior Interventionist will administer Applied Behavior Analysis (ABA) to identified special education students; may attend student progress meetings;~~ **the Behavior Interventionist plans, organizes, coordinates, and supports the implementation of comprehensive behavior plans** ~~for students;~~ ~~the employee in this classification~~ **trains, monitors, supervises, and evaluates the paraprofessionals working directly with students;** develops and maintains treatment logs; performs a variety of clerical and supportive tasks for certificated instructional personnel; learns and applies individual instructional procedures; monitors and redirects student progress regarding inappropriate behaviors and performance; supports acquisition of appropriate skills and behaviors; oversees students with special learning needs~~; assist in meeting special needs which may include feeding and toileting students; This position is also responsible for administering required specialized physical health care procedures on students as directed by physicians' orders and monitored by the School Nurse.~~

REPRESENTATIVE DUTIES:

~~Participate~~ **Develop and present** in- service trainings in Applied Behavior Analysis **principles and evidence-based practices for staff.**

Maintain behavior intervention service logs to ensure IEP compliance.

Assist in developing interventions based on ABA principles; conduct functional behavior assessments and develop behavior plans.~~for the purpose of providing a safe an effective educational environment or students with challenging behaviors.~~

~~Administer Applied Behavior Analysis to students in a school and/or home setting~~.

Confer with instructional personnel and provide input regarding student progress.

Collect data and record anecdotal student progress notes, maintain and organize program notebooks, and implement program modifications **based on data analysis**.

Attend IEP meetings as needed to assist in the development of the IEP, develop student baselines and goals, and provide reports as needed.

Regularly collect and analyze date to evaluate the effectiveness of behavior support plans and make modifications as necessary.

Communicate with a wide variety of school and district personnel regarding supports and the special needs of individual students; exchange and clarify information and provide feedback.

~~Administer drills, review data with supervisor, and report concerns.~~

~~Assist instructional personnel and parents with behavior management of students.~~

Assist instructional personnel with the development of learning materials and reinforcement strategies according to the student's Individual Education Plan (IEP).

~~Administer first aide and medical/hygiene assistance, assist students with toileting needs including but not limited to: toileting, diapering and/or catheterizations.~~

Maintain classroom equipment and students' files/records.

~~Monitor students, classroom and/or playground activities.~~

~~Assist students upon arrival and departure at school and throughout the school day by repositioning in wheel chairs or other necessary equipment.~~

~~Assist students in learning proper personal hygiene (washing, eating, and other personal care needs) and in developing self-sufficiency~~.

Provide basic emergency care as needed, including cardio pulmonary resuscitation (CPR) or basic first-aid until medical assistance arrives.

~~Perform specialized physical health care services such as suctioning, gastronomy tube feeding, oxygen administration and care of related equipment, and administers medication as directed~~.

~~Provide orientation and supervision to special education instruction assistants who work with special education students.~~

Provide individual behavior intervention and/or classroom support as needed.

Assist with interviews and recommend candidates for employment or release.

Supervise, orient, and evaluate special education paraprofessional /behavioral staff.

Adhere to Nonviolent Crisis Intervention and Nonviolent Physical Crisis Intervention Standards by providing physical intervention techniques as necessary for student in duress at risk of injuring themselves or others.

May include bending, stooping, squatting, kneeling, standing, running short distances, holding, blocking, maintaining a balanced stance, pulling away form grabs, using body as leverage and for momentum.

KNOWLEDGE AND ABILITITES:

KNOWLEDGE OF:
General needs and characteristics of students with **Autism Spectrum Disorder and other learning disabilities** ~~autism, Asperger's or emotional disturbance.~~
General needs and characteristics of students with behavioral challenges and social emotional learning deficits
Principles of child development and instructional processes.
Basic instructional methods and techniques.
Behavioral principles.
Behaviora modification and techniques.
Positive behavior support strategies.
Functional Behavior Assessments and Behavior Intervention Plans.
Instructional accommodations and modifications for students with disabilities.

~~Motivational techniques~~.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Safe and sanitary practices in classroom and playground activities.
Classroom procedures and appropriate student conduct.
Problems and concerns of students with special needs.
Interpersonal skills using tact, patience, and courtesy.
Basic record keeping principles and procedures.
Basic emergency, first aid, and health care techniques.
Technology to support data collection and behavior interventions.

ABILITY TO:
Assist with instructional and related activities of a Special Education learning environment.
Provide ABA-based Intensive Behavior Intervention methods to students, including ~~Discrete Trial Training (DTT)~~ **behavior principles** as assigned.
Remain calm under stressful conditions.
~~Assist in physical transfer of students with disabilities (approximately 50—75 pounds).~~
Assist handicapped students with personal care needs and activities.
Bend at waist, kneel, or crouch to assist students.

Sit or stand for extended periods of time.
Be dependable and punctual.
Complete tasks in a timely manner.
Maintain confidentiality of student and family information.

Establish and maintain cooperative and effective working relationships with school staff, supervisors, parents, and community agency representatives.
Observe, evaluate and report student progress to a teacher/specialist.
Understand and carry out oral and written directions.
Communicate effectively both orally and in writing.
Compile and maintain records and files.
Basic skills in Google/Microsoft suites.
Operate a variety of office machines.

EDUCATION AND EXPERIENCE:

Possess a Bachelor's degree in the area of psychology or child development.
Two years of experience working with handicapped students, including students with autism and some demonstrated experience implementing Applied Behavior Analysis (ABA)-based behavior intervention techniques.
Experience in observing and charting student behavioral data.
~~Training~~ **Experience** in implementing Intensive Behavior Intervention techniques.
Experience in managing and supervising staff.
Highly Desirable Qualifications:

- **Master's degree from an accredited university.**
- **BCaBA/BCBA or ability of obtain a BCaBA/BCBA**
- **Certificate of completion in an Applied Behavior Analysis Course Sequence from an accredited university/institution**

LICENSE:

Positions in this classification require the use of personal transportation, and the possession of a valid California Class C driver's license. Also, requires the ability to be insured at standard vehicle liability and property damage insurance rates and maintain insurability. This position may require employee to drive personal vehicle to assist students at more than one school during the work day.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **DIRECTOR OF INFORMATION TECHNOLOGY AND EDUCATION SUPPORT**

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Administrative Services ~~Human Resources~~, the Director leads, manages and directs the activities of the Information Technology and Education Support Department. Plans, develops, coordinates, implements, and manages the data networks, network security standards and procedures, technology infrastructure installation projects, and all telecommunication systems to support the core educational mission of the District. The Director has the knowledge, skills and ability to design and build a State of the Art, reliable, secure, stable network environment to support and sustain current and future educational technologies for innovative student learning and for the business and instructional demands of staff.

DISTINGUISHING CHARACTERISTICS:

The Director of Information Technology and Education Support is directly supervised and evaluated by an assigned Assistant Superintendent. The Director has the vision to lead a dedicated, innovative, and dynamic Information Technology and Education Support Department that is responsive and adaptive to the multiple learning environments including the expansion of project based learning, safe collaboration tools, and online learning. The Director engages and collaborates with the Instructional Division, Directors, Principals, School-Site Managers and other technology specialists within the education community to implement and support the District's technology master plan. The Director has the capacity to create a stable and reliable technology infrastructure through standardization of equipment and application; consolidation of centralizing network systems; and creating routine automation of data systems that is reliant on technology to support staff in producing accurate information and reliable data.

REPRESENTATIVE DUTIES:

- Provides visionary leadership and coordinates the implementation of the District's integrated master plan for technology and adapts the District's plan to respond to instructional and administrative technology needs.
- Demonstrates the leadership to design solutions for educational applications of technology and promotes their use by teachers, students, and administrators.
- Actively seeks future technology, studies educational trends and implements best practices in information and telecommunications technologies and evaluates their applicability to District operations.
- Develops, implements and monitors work plans to achieve the Department's mission, goals and performance objectives. Plans, designs, organizes, supervises and evaluates the work flow of the Information Technology and Education Support Department.
- Provides coaching and training for performance improvement and skill development for all technology staff and coordinates regular training and inservice for district personnel.

- Develops a highly competent, responsive customer service oriented staff.
- Manage the department and align with district-wide goals as related to the areas of policy, goals, budget, special projects to meet the current and future technology needs of the district.
- Develops policies and procedures on the use of computers, mobile devices and technology for administrative and instructional purposes and develops the affordable plan to address those future technology needs.
- Manages and directs the maintenance, administration and upgrading of district information systems including but not limited to: district network (LAN and WAN), switches and routers; student information system; district website; virtualization, Cloud Computing, Server based Software; desktop computer systems (both PC and MAC);telephone systems; content filters; handheld computers; copier and printers; parent notification systems.
- Coordinates the design, installation, configuration, and maintenance of the District's network infrastructure, servers and related systems, managing both hardware and software.
- Develops and manages the Information Technology Budget.
- Researches available funding, education grants, and grants for technology infrastructure (such as e-rate) and submits applications for funding.
- Monitors and maintains software licensing, documents and records for instruction and business operations.
- Advises staff on the development, implementation or acquisition of software programs to service District operations or instruction/education needs.
- Consults with schools and district departments regarding hardware/software acquisition, information requirements, system capacity, equipment needs, school plans, and other matters related to technology.
- Supervises the development of applications for use by instructional and administrative personnel and determines appropriateness of new applications for automation including but not limited, to Document Management, Business, Purchasing, and Position Control systems to assist the efficiency of operations.
- Monitors usage of communication lines and determines the need for upgrades when necessary.
- Ensures optimum acquisition, deployments, installation, maintenance, utilization repair and security of available technology.
- Serves as a liaison with professional and private agencies on matters related to technology and serves on advisory committees.
- Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current computer, mobile devices, and telecommunications systems, hardware, software and related technology, including virtualization and cloud connectivity.
- Technical aspects of field of specialty (eg: servers, workstations, networks, Apple, Windows NT, Novell, Linux servers, etc.)
- Integrated E-mail / calendar systems with network and mobile devices.
- Pertinent Federal, State and local laws, codes, regulations and E-Rate

- Current trends in informational technology and education technology
- Advanced concepts and principles of local area and wide area networks and protocols, including TCP/IP protocols, Internet, to manage the network, etc.
- Characteristics, capabilities and uses of telecommunications system components, including data communications equipment protocols, computer operating systems, network related software, and specialized programs for network operations
- Principles and practices of administration including supervision and training
- Preventive maintenance principles, policies and programs related to higher-end technology equipment
- Effective techniques for assessing and analyzing user needs and recommending hardware/software solutions
- Hardware/software/ installation, repair, and upgrading techniques

ABILITY TO:

- Research and prepare a District-wide information and Education technology plan
- Develop, implement and maintain computer and telephone systems and related technology
- Research and evaluate new technology and deploy systems procedures
- Assess current and future computer, telephone, VOIP resource needs
- Develop plans for timely acquisition and implementation of information and education technology systems
- Provide technical training in advanced computer and network technology
- Supervise, evaluate, train and coach personnel
- Establish and maintain cooperative and effective working relationships with staff
- Communicate effectively both orally and in writing using appropriate vocabulary and grammar to obtain information, explain policies and procedures and to persuade others to accept or adopt a specific action
- Read and interpret technical documents such as operational instructions and technical procedures
- Demonstrates a proactive approach to finding solutions and works to remove barriers for the use of technology
- Demonstrate leadership skills to manage the technology department by maximizing the skills and talents of the staff
- Deploy human and technical resources to support the operational and instructional components of the District
- Operate, maintain and manage the District network and keep the network functioning to support the operation and instructional departments
- Operate a variety of equipment including desktop computers, laptop computers, printers, handheld units, and fax machines
- Set priorities which accurately reflect the relative importance of the tasks to be completed
- Work independently and follow through on assignments with minimal direction
- Work as part of a team and collaborate with others

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited college or university, with a major in computer science, computer engineering, data communications business administration, data processing, information systems management, or a related field or relevant job

experience in the field. An advanced degree in any of the above fields is desirable. Three years of increasingly responsible experience is required in information technology management, such as the development, installation and maintenance of information systems, LAN/WAN networks, telecommunications systems, the application of technology for administrative purposes or the application of educational technology in the classroom. Experience in a public school setting with instruction and education background is required.

LICENSES AND OTHER REQUIREMENTS:

Certified Novell Engineer or Microsoft Certified Systems Engineer certification (or equivalent with District approval) required within first twelve months of employment; possession of a valid California drivers' license required and evidence of insurance is required.

WORKING CONDITIONS:

The position requires repetitive use of fingers; use of wrists or hands in twisting motion or while applying pressure; use of both hands simultaneously; rapid mental and muscular coordination; hearing and understanding speech at normal levels; having the ability to distinguish color and shades; sitting at a desk for extended periods of time; standing and/or walking for extended periods of time; bending, twisting, stooping, kneeling and reaching in all directions; lifting and/or carrying up to fifty (50) pounds.

Work is performed both inside and outside in changing temperatures. May work with District personnel alone and in the absence of an immediate supervisor. High volume of work with tight deadlines.

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~**EMPLOYEE INJURY AND ILLNESS PREVENTION TECHNICIAN**~~ **COORDINATOR, WORKERS' COMPENSATION AND DISABILITY MANAGEMENT**

BASIC FUNCTION:
Under the direction of an ~~assigned supervisor~~ **Assistant Superintendent or Cabinet-level administrator**, ~~assist in the coordination of~~ **manage, coordinate and oversee** the District's Workers' Compensation and ~~Employee Injury and Illness Prevention~~ **disability management (return-to-work and/or reasonable accommodation)** programs ~~perform various clerical services~~.

REPRESENTATIVE DUTIES:

Plans, develops, implements, maintains and oversees district-wide Workers' Compensation and disability management programs; recommends policies, regulations and operational procedures.

Processes industrial injury claims, including verification of employee information and injury details; initiates appropriate personnel action.

Receive, verify accuracy of information, and process Workers' Compensation forms in compliance with current regulations.

Explain a variety of District and Governmental codes, policies and regulations pertaining to employee injury and illness and workers' compensation programs.

Provide assistance to employees regarding work-related injury and illness prevention, **return-to-work/reasonable accommodation** and Workers' Compensation.

Review and recommend modification to forms and processes related to Workers' Compensation to ensure compliance with current regulations.

Confers with District supervisors/managers and administrators to obtain and verify information related to injury claims.

Conducts and/or coordinates on-site accident investigations; assists District sites and safety committee in developing site-specific monitoring and follow-up of related activities.

Communicates information on identified hazards, precautions and corrective action required by the District. Coordinates the preparation

of ~~Prepare~~ work orders and works with appropriate District personnel to assure correction of unsafe working conditions.

~~Serve as the District contact with third party administrator for Workers' Compensation.~~ **Acts as liaison between District and third-party administrators. Reviews and coordinates the third-party's practices, procedures and claims administration.**

Meets frequently with employees, third-party administrators, medical and legal professionals.

Prepare, verify and compile information necessary for determination of Workers' Compensation benefits.

Coordinate District and TPA claims management, coordination of benefits according to Education Code, Labor Code bargaining agreements, and past practice; investigations; analyze and coordinate determination of liability and settlement of claims.

Confer with defense attorneys, third party administrators, investigators and District administrators in preparation for trials, hearings and mandatory settlement conferences.

Acts as District Representative in depositions and legal proceedings related to Workers' Compensation.

Provides technical support for administrators and employees regarding workers' compensation and return-to-work/disability legislation, District policies, procedures and programs.

Reviews and evaluates claims processing and payment activity; makes recommendations for settlement of Workers' Compensation claims.

Serve as the District contact in matters related to injury and illness prevention including but not limited to pre-employment physicals, drug **screening and** ~~tests, fit for duty physicals, Hepatitis B vaccinations,~~ tuberculosis ~~clearances~~ **risk assessments.**

Establish and coordinate program related to pre-employment health screenings.

Maintain confidential communication and files related to the reporting or Medical Review Officer and other medical personnel.

Coordinate annual employee "TB Clinic" with Health Services and prepare materials to ensure legal compliance.

~~Process and verify billing for payment to health providers for pre-employment physicals, backscreens, drug tests, Hepatitis B vaccinations and tuberculosis clearances.~~ **Receive and reconcile invoices from outside vendors adhering to fee schedules and contracted pricing. Process for payment.**

Reviews and analyzes medical bills, benefits and payroll records to ensure compliance and accuracy of documents.

Provides research and relevant data for management planning sessions and subsequent policy and procedural decisions.

Contacts medical providers to confirm employee's work status.

Evaluates employee's status for modified duty/alternate work assignments.

Evaluates reasonable accommodation requests.

Coordinate Early Return to Work Program.

Analyze and coordinate informal reasonable accommodation and return-to-work processes; develop and monitor RTW Agreements.

Coordinate and participate in formal reasonable accommodation and interactive process with third-party disability compliance facilitation.

Coordinate and reviews ergonomic assessments requested by employee and/or physician. Assist with the sourcing of equipment, pricing negotiations, coordination of appropriate funding sources and purchasing.

Monitors compensation plans and strategies for cost effectiveness and regulatory compliance.

May assists with coordination and communication regarding safety and loss control-related trainings and safety inspections to ensure District personnel have knowledge of safe working methods and environments.

Reviews and responds to statistical reports that identify injury trends related to occupational and worksite specific issues and develops strategies to address trends and prevent future injuries.

Prepare and maintain a wide variety of statistical reports pertaining to health/medical records and workers' compensation; submit to appropriate **Federal, State, County and local agencies such as the U.S. Department of Labor - Bureau of Labor Statistics annual Survey of Occupational Injuries and Illnesses; Osha Log 300.**

Maintain accident report logs in accordance with California Occupational Safety and Health Administration and other related regulations.

May serve on District and JPA safety and loss control-related committees as well as other related committees or Boards. ~~Participate in Employee Injury Illness committee meetings, and provide reports on recent accidents.~~

Prepare specialized reports and surveys for administrative use as assigned; **negotiate fee schedules; prepare Agreement for Professional Services and** prepare Board agenda items and related materials.

Operate a variety of office ~~machines including typewriter, adding machine,~~ **equipment such as** calculator, copier, computer, word processing hardware and varied claims management and office-related software, ~~and microfiche machine~~ facsimile machine, and printer.

Compose written materials independently or from oral instruction, letters requesting or providing information or dealing with **varied and complex** ~~routine~~ matters.

Maintain Workers' Compensation files and records and notify employees of benefit status.

~~Schedule and maintain a list of doctor appointments for pre-employment physicals.~~

Initiate and answer telephone calls; schedule appointments.

Prepare and process applications and forms in accordance with established procedures; assure compliance with a variety of laws and regulations governing assigned functions.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
State Education Code sections and State and Federal regulations relevant to record-keeping, accounting, **disability management** and Workers' Compensation.
Procedures and terminology used in ~~health~~ medical reporting, **disability management** and Workers' Compensation.
Modern office practices, procedures and equipment.
Record-keeping techniques.
District organization, operations, policies and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:
Analyze, interpret and explain program policies and procedures within broader District policies and State and local laws.
Review and analyze a variety of organizational and administrative challenges and make sound procedural recommendations.
Prepare **complete and accurate** statistical reports **and contracts**.
Consolidate, compile and compute numerical data for statistical reporting.
Properly interpret and make decisions in accordance with laws, regulations and policies.
Make arithmetic calculations quickly and accurately.
Work independently with little direction.
Work confidentially with discretion.
Work cooperatively and effectively with others.
Meet schedules and time lines.
Plan and organize work.
Communicate effectively both orally and in writing.
Learn and follow rules, regulations, policies and procedures pertaining to position.
Operate a variety of office ~~machines including typewriter, adding machine,~~ **equipment** such as computer and word processing hardware, printer, typewriter, calculator, ~~adding machine and microfiche machine~~.

Type at 50 words net per minute from clear copy.

Compose independently or from oral instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in statistical record-keeping and three years increasingly responsible experience performing record-keeping and clerical work.

WORKING CONDITIONS:

Typical office environment.

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EmplInj

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **OCCUPATIONAL THERAPIST**

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide assessment and direct occupational therapy to students; provide appropriate intervention services to assist students in acquiring functional performance skills and to help students function independently; supervise and provide work direction and guidance to Occupational Therapy Assistants; and, assist in the selection of assigned staff.

REPRESENTATIVE DUTIES:

Conduct assessments of students skills in sensory regulation and processing, motor planning, activities of daily living, fine **and visual** motor function**, visual perceptual,** and postural stability in order to determine the appropriate program of occupational therapy; communicate the results of evaluation and reports of occupational therapy services to the appropriate staff, parents and other professionals and agencies.

Plan, develop**, and implement** therapeutic intervention goals and objectives that are educationally relevant and will be used in the students' educational programs; monitor the occupational therapy program goals; provide **training, education, and** consultation to appropriate school staff regarding student needs, professional needs and system needs in order to ensure successful attainment of the therapeutic goals.

Review reports from health care providers, district staff and parents and in order to determine the appropriate occupational therapy services; act as liaison to district staff, medical personnel, parents and other agencies to implement student's occupational therapy program.

Work with the school nurse or other appropriate district personnel to coordinate medical care protocols; act as resource to school personnel in interpreting occupational therapy services; gather information pertinent to casework by communicating with student's family, medical professionals, applicable agencies and appropriate district staff.

Attend IEP meetings as needed to assist in the development of the student's IEP; develop individual student base line goals; provide reports for IEP as needed.

Re-evaluate students' individual occupational therapy plans on a regular basis and maintain progress notes on students records; perform follow-up activities in person and on the telephone with students, teachers, parents, district staff, medical personnel and representative of appropriate agencies.

Supervise, train, monitor and evaluate the work of assigned Occupational Therapist Assistants**, and Fieldwork Students**.

Prepare and maintain records related to students' occupational therapy plans.

Communicate with a wide variety of school and District personnel regarding support and special needs of students; exchange and clarify information and provide feedback.

Provide inservice training and presentations to general education and special education staff, and parents.

Collaborate with district personnel regarding medical billing procedures to secure maximal funding/reimbursement for the district; complete medical billing for documented occupational therapy assessments and services.

Procure materials, assessments, and equipment needed for the occupational therapy department.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Intellectual, sensory, social, emotional growth patterns and physical development of children.
Techniques used in the assessment and treatment of disabilities;
Education and developmental needs of children with disabilities;
Application of occupational therapy techniques in working with children with disabilities;
Applicable section of the State Education Code and other applicable laws;
Record-keeping techniques;
Oral and written communication skills;
Telephone techniques and etiquette;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Interpersonal skills using tact, patience and courtesy;
Applicable District policies and objectives.

ABILITY TO:
Use a variety of modern methods, techniques and practices in occupational therapy; Make accurate assessments of the developmental status and educational needs of children;

Design and fit adaptive **equipment** ~~devices following medical prescriptions~~;
Understand the unique differences and needs of ~~handicapped~~ **students with special needs** and their parents;
Recommend educationally related treatment objectives and implement therapy;
Develop rapport and communicate effectively with ~~adolescents~~ **students**;
Gather and share information with students, teachers, parents and other District staff;
Properly use and care for the materials, supplies and equipment employed in performing occupational therapy services;
Motivate ~~adolescents~~ **students** and understand their needs and problems;
Prepare and maintain case records, files and reports;
Lift objects weighing up to ~~80~~ **40** pounds using safe and proper methods and/or equipment;
Move objects weighing over ~~80~~ **40** pounds using safe and proper methods and/or equipment.
Make oral presentations to large and small groups;
Work confidentially with discretion;
Meet schedules and timelines;
Understand and follow oral and written directions;
Communicate effectively both orally and in writing;
Work independently with little direction;
Plan and organize work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited school of occupational therapy and a minimum one year experience with pediatrics and sensory motor evaluation and training required.

LICENSES AND OTHER REQUIREMENTS:

Valid California Board of Occupational Therapy State License
Valid registration by the National Board for Certification in Occupational Therapy ~~or the American Occupational Therapy Association.~~
Valid California driver's license; Use of privately owned vehicle.

WORKING CONDITIONS:

School environment; travel throughout the District.

OccTher
7/99

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **HUMAN RESOURCES ~~PERSONNEL SERVICES~~ SUPERVISOR**

BASIC FUNCTION:

Under the direction of the Director, ~~of Personnel Services~~ **Human Resources, assist with the coordination, supervision, and review of** ~~coordinate, supervise, and review~~ the operations and activities of the ~~Personnel Services~~ **Human Resources** Office. Plan, organize, and perform a variety of professional-level functions ensuring compliance with applicable regulations, requirements, policies, and procedures. Train~~,~~ **and** supervise, ~~and evaluate~~ the work of **any** assigned personnel.

REPRESENTATIVE DUTIES:

1. **Assist with the coordination and supervision of** ~~Coordinate and supervise~~ the **day-to-day** operations and activities of the ~~Personnel Services~~ **Human Resources** Department; plan, organize and perform a variety of professional-level personnel functions ensuring compliance with applicable regulations, requirements, policies, and procedures.

2. Train **and monitor** ~~and supervise, and evaluate~~ the work of assigned personnel; assign and review ~~and~~ **the accuracy and completion of** the work of personnel; ~~provide the most effective use of personnel~~; **discuss, consult, and answer questions** ~~confer~~ with staff regarding **Human Resource** issues, **policies, and procedures.** ~~and answer questions.~~ **Provide feedback to the Director of Human Resources for employee evaluations.**

3. Demonstrate and maintain an understanding of the programs and functions of the ~~Personnel~~ **Human Resources** Office and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments; ~~provide information to others District departments and school sites, regarding the programs and functions of the Personnel Human Resources Office.~~

4. Communicate and work ~~closely~~ with various District departments, **school sites,** other **District** personnel and **community members** to assure timely and efficient exchange of information, answer questions, resolve issues, and provide information regarding department functions and programs.

5. Provide assistance **and compile materials** in matters related to employer/ employee relations and employee negotiations~~; conduct related research and compile materials~~.

6. Compose correspondence independently; originate and independently prepare material for approval of the Director, ~~of Personnel Services~~ **Human Resources**;

compile, prepare, and revise a variety of documents, including statistical reports and other materials.

~~7. Coordinate the assembly of Board agenda items, assuring the inclusion of required background materials.~~

7. **Prepare, present, oversee the maintenance, and submit** ~~maintain~~ a variety of complex and confidential files, records, and reports related to ~~Personnel Services~~. **Human Resources, such as CALPADS, CBEDS, and Assignment Monitoring.**

8. **As needed**, act as liaison between employees and the ~~following:~~ **School Employee Associations, Los Angeles County Office of Education, and other California State agencies** ~~State Department of Education, Commission on Teacher Credentialing, Los Angeles County Office of Education, School Employers' Association, and labor relations attorneys.~~

9. **Oversee and monitor Human Resource systems, and assist in the implementation of any upgrades or needed system improvements.**

10. Assure the maintenance of personnel records and files including, but not limited to, master data base**s** (~~HRS),~~ **such as, HRS, ACCESS, lists of expiring credentials, teachers on leave, newly hired employees, retiring employees, etc.**

11. Perform a variety of personnel duties such as **assist with** writing job descriptions, compensation studies, initial employee classifications**.** ~~, and salary allocations.~~

12. Receive, audit and verify documents from the county for proper salaries, classification, and other pertinent ~~date~~ **data** to assure that all data entered is accurate, ~~and~~ **complete and in compliance with policies, procedures and requirements.**

13. **Monitor the process and procedures to ensure the timely compensation of additional assignments and stipends. Assist with resolving any related compensation issues and inquiries.**

14. **Work closely with external auditors to ensure efficient and responsive audit of personnel related inquiries and requests.**

15. Maintain ~~employee~~ seniority data **for all employees; assist with the analysis and** ~~analyze and initiate~~ layoff procedures in accordance with State Education Code, District policies and contract provisions.

16. Maintain **the** data **base** on **all District** employee**s'** evaluations to assure that all **District** employees are evaluated in accordance with contract provisions and District policies.

~~16. Maintain data on accumulated vacation for classified employees to assure compliance with contract provisions and District policies.~~

17. Operate a variety of office machines and equipment, including but not limited to, computer and/or word processing hardware and software, ~~typewriter~~, calculator, copiers, **scanners,** and fax machines.

18. **Assist in the absence of the Director, Human Resources to ensure continuity in the department.**

19. **Maintain and ensure the confidentiality of all employee personnel information within the Human Resources Department.**

20. **Perform other duties as assigned related to job description.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Applicable California Education Code, BTA and CSEA contracts, Board policies and regulations, and Federal and State laws pertaining to employer/employee relations.
Organization, coordination, and management of a ~~Personnel~~ **Human Resources** Office.
Principles and practices of training and supervision.
School District organization, operations, and objectives.
Modern office practices, procedures, and equipment.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage: grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal relations skills using tact, patience, and courtesy.
Research techniques **and strategies.**

ABILITY TO:
Coordinate and supervise the operations and activities of the ~~Personnel Services~~ **Human Resources** office.
Communicate information regarding District employment practices clearly and succinctly to applicants and employees.
Train, supervise, coordinate, and evaluate the work of ~~Personnel Services~~ **Human Resources** staff.
Collect and organize data and background materials.
Prepare reports, memos and letters based on complied information.
Read, understand, and learn pertinent applicable California Education Code, BTA and CSEA contracts, Board policies and regulations, and other rules, regulations, policies and procedures related to ~~Personnel Services~~. **Human Resources**
Analyze problems and situations accurately and adopt an effective course of action.
Be proficient in the use of applicable software programs.
Type at 50 words net per minute.
Understand and follow oral and written directives.
Compose independently, or from oral instructions, letters, memos, bulletins and other material.

Work cooperatively and effectively with others.
Organize schedules, meetings, workshops, and conferences.
Maintain records and prepare reports.
Meet schedules and timelines.
Plan and organize work.
Communicate effectively, both orally and in writing.
Attend meetings, conferences, and workshops.
Complete work with many interruptions.
Work independently with little direction.
Maintain confidentiality.
Operate a variety of office equipment such as computer hardware and software, calculator, and copier.

EDUCATION AND EXPERIENCE;

Any combination equivalent to: graduation from high school supplemented by college-level course work in personnel or related field and five years of increasing responsibility for personnel functions. Experience in both classified and certificated personnel is desired.

WORKING CONDITIONS:

~~Personnel~~ **Human Resources** office environment.

Updated 07/2023

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~**FISCAL SERVICES**~~ **SUPERVISOR – PAYROLL**

BASIC FUNCTION:

Under the direction of ~~an assigned supervisor~~ **the Assistant Superintendent of Administrative Services**, coordinate, supervise and review the operations and activities of the Payroll section of the District Fiscal Services Department; plan, organize and perform a variety of professional-level payroll functions ensuring compliance with applicable regulations, requirements, policies and procedures; train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

Coordinate and supervise the operations and activities of the Payroll section of the District Fiscal Services Department; **plan, organize and perform a variety of professional-level fiscal functions ensuring compliance with applicable regulations, requirements, policies and procedures.** Ensure that employees are promptly and properly paid; ensure compliance with audit requirements.

Train, supervise and evaluate the performance of assigned personnel; assign and review the work of personnel; **provide the most effective use of personnel:** confer with staff regarding issues and answer questions.

Ensure that payroll **and/or benefits** transactions and records are in compliance with federal, State and local regulations and requirements and District policies and procedures are met.

Review and verify payroll documents to assure accuracy, completion and compliance with policies, procedures and requirements.

Act as liaison between Los Angeles County Office of Education **departments and State agencies and assigned District Fiscal Services employees** ~~payroll system employees and District payroll and personnel department employees~~ and disseminate information concerning the technical applications of the payroll/personnel **and/or benefits** system.

~~Assure~~ **Ensure** payroll time lines are met; maintain payroll and benefits controls; assure proper procedures, policies, rules and regulations are applied to payroll and benefits activities.

Oversee and monitor usage of all payroll software systems, implement any upgrades or needed system improvements.

~~Check~~ **Supervise and monitor all** payrolls for compliance with rules, regulations and policies.

Prepare, review and reconciliation of payroll tax deposits including quarterly and annual financial statements ensuring proper financial controls and practices in conjunction with Federal, State and unemployment insurance taxes.

Prepare complex financial and statistical reports and summaries related to payroll operations and activities; receive, review and balance financial and statistical reports.

Communicate with various District departments and personnel to answer questions and resolve issues; provide information concerning departmental functions.

Maintain data on accumulated vacation for employees to assure compliance with contract provisions and District policies.

Work closely with other Fiscal Services Supervisors and administrators to ensure timely and efficient exchange of information and to resolve discrepancies; assist in the absence of other Fiscal Services Supervisors as required.

Work closely with external auditors to ensure efficient and responsive audit of District accounts.

Operate a variety of office equipment such as computer, calculator, typewriter, fax and copier.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Payroll principles, practices, procedures, methods and terminology.
Federal, State and local rules, regulations and requirements related to District payroll functions.
District policies, procedures and requirements and general accounting principles related to payroll functions.
Financial analysis and research techniques.
Principles and practices of supervision and training.
Modern office practices, procedures and equipment.
District organization, operations, policies and objectives.
Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Operation of computer hardware.
Current employee contract provisions relating to Payroll and budget.

ABILITY TO:
Coordinate and supervise the operations and activities of payroll/benefits section of an accounting office.
Maintain complex financial records and accounts.
Operate a variety of office equipment such as computer hardware and software, calculator, typewriter and copier.
Train, supervise and evaluate personnel.
Assign and review the work of others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work cooperatively and effectively with others.
Add, subtract, multiply and divide quickly and accurately.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Analyze situations accurately and adopt an effective course of action.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Analyze statements, invoices and reports.
Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two years college-level course work in accounting

Four years of increasingly responsible payroll and benefits experience including one year in a lead capacity.

WORKING CONDITIONS:

District office environment.

Updated July 2023

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: **TRADES MANAGER ~~SUPERVISOR~~** (Building Maintenance)

BASIC FUNCTION:

Under the direction of the Director of Facilities ~~Maintenance~~, coordinate, supervise and participate in the day-to-day activities of an assigned group of skilled and semi-skilled building trades personnel.

REPRESENTATIVE DUTIES:

Prioritize, schedule, assign and coordinate the work of assigned staff.

Train, supervise and evaluate the performance of assigned personnel; participate in the selection and hiring process.

Supervise and coordinate the activities of assigned building trades; coordinate activities with other maintenance employees.

Directs the activities of the Maintenance and Operations departments during the absence of the Director

Supports the Director in budget planning process and the development, implementation and maintenance of expenditure control procedures

Initiates contract requests and inspects and accepts contract work

Administers safety and in-service training programs

Respond to emergency situations as required

Coordinates access and oversees management of on-line systems for work orders

Directs the inspections of buildings and confers with site administrators on needed maintenance, repairs, and modernizations activities

Estimate labor, materials and equipment needed for specific jobs.

Schedule and coordinate labor and materials required for specific work orders; monitor progress and inspect work performed; inspect the work of outside contractors as required.

Assure timely completion of jobs in accordance with plans and

specifications.

Order, obtain and deliver tools, materials, supplies and equipment as needed.

Perform journey-level work in at least one of the building trades including installation, construction, maintenance and repair work.

Maintain a variety of records including time cards, work orders assigned and completed and materials purchased.

Assist in preparing budget estimates for supplies and materials as required.

Prepare oral or written reports related to job status, cost estimates and related matters as required.
Assure compliance with appropriate job-site safety practices and procedures and applicable codes, regulations and requirements.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Various trades materials, methods and tools required for the maintenance, repair and installation of physical plant, facilities and equipment.
Trades functions at the journey-level in at lease one of the trades supervised.
Record-keeping techniques.
Principles and practices of supervision and training.
Health and safety regulations.
District organization, operations, policies and objectives.
Oral and written communications skills.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws.

ABILITY TO:
Perform journey-level work in at least one of the trades supervised.
Train, supervise and evaluate personnel.
Prioritize, schedule, assign and review work.
Coordinate activities with other maintenance sections.
Evaluate quality of work performed in a variety of trades assigned.
Interpret blueprints, specifications and work orders to others.
Estimate labor and materials costs.

Make arithmetic calculations quickly and accurately.
Work independently with little direction.
Learn to interpret, apply and explain rules, regulations, policies and procedures.
Meet schedules and time lines.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years journey-level experience in one or more trades areas including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office, shop and outdoor environment during job site inspections; subject to occasional lifting and
climbing.

Tradesup

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF INSTRUCTIONAL TECHNOLOGY AND ACCOUNTABILITY

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Instructional Services or designee, supervises Teachers on Special Assignments, SIS analysts, and clerical staff. The Director of Instructional Technology and Accountability oversees the development and implementation of instructional technology; professional development; digital literacy skills for district staff; and the annual review and development of the LCAP, including metrics. The Director of Instructional Technology and Accountability supports all aspects of state testing and local assessments. The Director of Instructional Technology and Accountability also supports the Assistant Superintendent of Instructional Services or designee with all district textbook adoptions.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Support the Assistant Superintendent of Instructional Services in the administration of all state assessments.
2. Support the Assistant Superintendent of Instructional Services in the development and implementation of all local assessments.
3. Support the Assistant Superintendent of Instructional Services in the development of district-wide pacing guides.
4. Serves as the District Testing Coordinator
5. Oversee the development and implementation of instructional technology for District staff.
6. Extract, analyze, and prepare student data for a variety of audiences.
7. Provide leadership and input for instructional technology as it relates to curriculum development, content area textbook adoptions, and software licenses.
8. Design, develop, and deliver technology workshops for district staff.
9. Assist school staff in the evaluation of instructional materials, equipment, consultants, and other resources.
10. Provide District Administration and the Board of Education with regular updates and information relative to the status of assessments and instructional technology.
11. Develop and implement the Local Control and Accountability Plan including scheduling and organizing meetings with the public; revising and updating the written plan; monitoring and evaluating the supplemental budget and action items within the plan; communicating and updating metric data as part of measuring the success of meeting plan goals; and collaborating with community and school partners to improve the effectiveness of the plan.
12. Oversee reporting requirements and evaluation of instructional programs as it relates to the California Dashboard and annual reporting of state performance indicators (i.e. Dashboard Coordinator, Dataquest, CAASPP/ELPAC, School Accountability Report Cards, and CALPADs reporting.
13. Oversee Program Improvement Activities.

14. Monitor and Evaluate CALPADs submissions and related data systems across the district including Special Education and Human Resources.
15. Supervise Student Information System Analysts
16. Supervise Instructional Technology Coach(es)/TOSA(s)
17. Develop, implement, and evaluate professional development provided by the Instructional Services Department staff
18. Monitor and evaluate district intervention programs.
19. Support the *Assistant Superintendent of Educational Services* with the coordination and implementation of secondary summer school programs and credit recovery programs, including math acceleration and initial credit offerings during the summer.
20. Support and monitor data sharing across the district as it relates to student information, communications, and student and staff accounts.
21. Provide support and oversight for Independent Learning Academy.
22. Provide additional support and oversight for site administration at alternative education programs and secondary assistant principals.
23. Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Possession of an earned and valid California Administrative credential;
- Minimum of five (5) years of successful teaching service required;
- CLAD certificate required;
- Experience providing professional development required;
- Strong communication skills required;
- Experience with budget oversight preferred;
- Experience with Aeries or comparable Student Information System ~~preferred~~ required;
- Experience with Excel ~~preferred~~ required.

3/2023

BURBANK UNIFIED SCHOOL DISTRICT

POSITION TITLE: DIRECTOR OF ELEMENTARY EDUCATION, DIVERSITY, EQUITY, AND INCLUSION

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Instruction, the Director is directly responsible for all of the elementary instructional programs. The Director will supervise the Elementary Principals and English Language Development TOSA and Specialists. Reviews, monitors, and budgets for specially funded programs from the federal and state programs, **including both short term and ongoing programs.**

REPRESENTATIVE DUTIES:

- Direct the development, implementation and evaluation of the TK-5 instructional program.
- **Coordinate with Special Education Department to staff and monitor elementary special education programs.**
- Work with principals and other administrators to monitor elementary programs to ensure quality as well as compliance with state and federal laws.
- Plan and facilitate monthly elementary principals' meetings
- Plan and facilitate monthly curriculum specialist meetings
- Work with the Principals and Instructional Services members in the planning of short and long-range activities, including schedules, budgets, and staff development.
- Provide leadership for the Local Education Agency Plan (LEA Plan), and the site Single Plans for School Achievement (SPSAs).
- **Develop and monitor Comprehensive Support and Improvement Plans (CSI)**
- Direct the articulation of various subject areas, grade levels and District services related to the instructional services among the elementary schools.
- Assists elementary principals in matters related to instruction, curriculum, and other site management concerns.
- Responsible for the elementary PE program.
- Responsible for the elementary music program
- **Responsible for the elementary Dual Immersion program.**
- **Responsible for the UT - AT&T INC.niversal PreKindergarten Plan.**

- Communicate individually with site administrators to provide direction and to facilitate utilization of resources.

- Work with principals and other administrators to monitor instructional programs and school activities to ensure quality as well as compliance with state law.

- **Prepare Per Pupil Expenditures report**.

- **Monitor and report instructional minutes.**

- Assist principals with the evaluation of certificated personnel. Provides information and direction to site administrators through group and individual meetings. Monitors site administrator evaluations of certificated personnel to ensure quality evaluation reports.

- Reviews the certificated evaluation process with administrators and recommends modifications.

- Assist the Assistant Superintendent of Instructional Services with selection, assignment, and transfer of site and elementary personnel.

- Provide teacher allocations for meeting staffing needs for traditional school year and summer school programs.

- Monitor class size and elementary programs throughout the year.

- Participate in such committees as Cabinet, Instructional Leadership, and GATE Advisory, ELAC, and DELAC committees.

- **Handle parent complaints and appeals that come to the District office regarding secondary education, including Uniform Complaint Procedure for the secondary.**

- **Support leadership in the establishment of ongoing work in organizational diversity initiatives and outreach, objectives, and strategies.**

- **Partner with leadership to develop and implement strategic plans for improving diversity in the district.**

- **Conduct internal surveys, facilitate focus groups, or perform other methods of data collection in order to create metrics and outcomes for DEI initiatives. Provide progress reports on a regular basis.**

- **In partnership with senior leadership, develop and implement strategies for communicating the district's vision and outcomes related to Diversity, Equity, and Inclusion.**

- Communicate with parents and other community members to address elementary instructional program issues.

- Respond and resolve questions, requests, complaints from parents and community members related to the elementary programs.

- Provide information on elementary programs to other school districts

- Composes a weekly newsletter for elementary principals

- Plans, organizes, and executes annual parent orientation meetings for the district's kindergarten programs.

- Responsible for set-up and organization of district sponsored elementary summer school programs, **as well as contracted summer programs and services**.

REQUIREMENTS:

- Masters Degree required
- Valid California teaching credential and Administrative credential required
- Possession of a valid California driver license and evidence of insurance

EXPERIENCE:

- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying.
- Five years of experience in a responsible public education administrative position, including experience as a principal required.
- Administrative experience at site or district level required.

- **Proven record of at least five years of successful teaching and demonstrated leadership ability required.**

- **Possession of an earned, valid California Administrative credential.**

- **Specific Pedagogy in Diversity, Equity, and Inclusion.**

- **Proven record of successful implementation of Diversity, Equity and Inclusion practices.**

- **Graduate training with a Master's Degree is preferred.**

BURBANK UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

DIRECTOR, ~~PUPIL PERSONNEL~~ STUDENT & HEALTH SERVICES SERVICES

DEFINITION:

The Director, Student Services, under the supervision of an assigned Assistant Superintendent plans, develops, organizes, manages, directs, and implements all aspects of the Student Services programs of the District which include, child welfare and attendance, discipline procedures, homeless and foster youth, enrollment and permits Section 504 procedures, assures compliance with Board policies, laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

ESSENTIAL DUTIES:

Directly supervise and implement all aspects of student enrollment.

Serves as a leader and general resource person in matters relating to student discipline, involuntary transfers, investigations, enrollment, and facilitates inter/intra district permit process.

Under the supervision of an assigned Assistant Superintendent facilitates enrollment of students into alternative programs and their return to regular programs; and receives and processes referrals to alternative schools and assists in the coordination of the Independent Study program for the District.

Chairs, conducts, and supervises various discipline and attendance committees and hearings; coordinates and serves as an advisor to all hearing panels, ensures due process in all cases. Oversees Expulsion hearings.

Directs the planning, organization, and coordination of the District's pupil attendance programs, including truancies, SARB referrals, and District Truancy Mediation; provides protocol for all inter- and intra- district transfers; and processes documentation and investigations to establish student's residence with someone other than the parent. **District Level Attendance Meetings every month. (monthly 5 hours)**

Serves as the District Section 504 coordinator, custodian of student records, review subpoenas for compliance and serves on the District Aeries (student data system) committee. and Local Control Accountability Plan (LCAP) Committee.

Plans, conducts, and organizes a variety of staff development opportunities related to Child Welfare and Attendance, and student discipline.

Assists site staff with Child Abuse Reporting, Parental Custody issues and Legal Restraining

Orders. Convenes and coordinates meetings with community paitners relative to homeless and foster youth.

OTHER REPRESENTATIVE DUTIES:

Participates in the preparation and administration of program budgets and reports as required. Interprets, prepares, and disseminates information regarding Board policies, Education Codes and legal mandated changes in regard to attendance, student discipline, and due process.

Provides technical expertise and information to the Superintendent's cabinet regarding the formulation and development of policies, and procedures.

Attends meetings to maintain current knowledge of new legislation and requirements; conducts and facilitates meetings as needed. Develops, maintains, and updates districtwide informational bulletins related to new legislation, policies, and procedures.

Maintains and defines procedures to complete the Discipline Handbook, and the Annual Notification to Parents requirement as mandated.

Assists with the development, implementation, and evaluation of effective alternative programs for students at-risk.

Provides direction to assist in dropout prevention efforts.

Prepares Board of Education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner to the Assistant Superintendent for final review.

Attends Board of Education, Los Angeles County of Education (LACOE) Child Welfare, and K- 12 Principal meetings and provides training related to new legislation, policies and procedures, as necessary.

Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or schools.

Evaluates and analyzes complex problems, issues, and concerns, recommend appropriate alternative solutions, and make effective and timely decisions.

All Health Services staff evaluations

Coordinate and Monitor Implementation of all the following programs, events and activities:

***Administrative Transfers - monthly and typically involves site teams, additional support for student and meetings**

***Student/family crisis assistance - many meetings helping families with resources and plans for school refusal, depression, anxiety, medical, substance abuse, domestic**

violence

*Mental health consult with staff

*Parent Data Confirmation

*Civility- meetings, phone calls, supporting administrators and teachers

*Special Ed Behavior Incidents from NPS

*Safe-T meetings (monitoring with Burbank Police Department – regarding student threats)

*Emergency Communications Subcommittee and work

*Safe School Plans

*Employee Threat Protocols and conduct consultation and follow up

*District Wide Active Shooter Training

*Stop the Bleed kits and training

*Health Services meetings and trainings

*Great Shakeout Drill

*Heat, Illness and Injury Prevention Plan and training

*Air Quality and heat advisories

*Radio Checks

*Emergency Planning and Safety for District and School Sites

*Safety walks at sites when requested and follow up with district

*Home Hospital manual and case management - monthly oversight an consultation on cases and follow up

*SSRT - Student Service Response Team - child welfare home visits

*PBIS - District Liaison, trainings, school visits, planning trainings, attending meetings, worldng with intervention specialists

*Meetings with Intervention Specialists

***Hazard Mitigation Plan**

***Safety Town Halls and Parent Nights**

***Burbank Police Department Anti-vaping seminars and parent nights**

***Support Homeless and Foster Youth**

***Support Newcomers**

***Name and Gender changes**

***Gender Support Plans**

COVID-19 RELATED WORK:

***Los Angeles Department of Public Health site visits throughout the District**

***Covid communications - public health weekly or bi-monthly calls, review new LADPH guidelines, work with Superintendent to unpack, review, translate, communicate and implement to sites**

***Covid Management during Distance Learning with District Nurse.**

***Covid intake forms and follow up with employees**

***Testing links, communication and support**

***Covid letters, reporting and training**

***Covid Dashboard**

***Vaccine clinics with BFD and the City of Burbank (months of work, communications, planning, training)**

*** Reopening procedures and protocols for District**

***Maintain and update Department Website**

***Los Angeles Department of Public Health consultation**

***Meetings and trainings with health services**

Establishes annual goals and objectives as deemed appropriate by the supervisor. Gathers appropriate

data in support of the status of annual objectives and job description elements. Other duties as assigned.

EDUCATION/EXPERIENCE:
Master's degree from an accredited university Experience as a School Site Administrator is required.

CERTIFICATION:
Administrative Services credential with a K-12 authorization
required California Driver's License

BURBANK UNIFIED SCHOOL DISTRICT

JOB TITLE: PROGRAM SPECIALIST ~~I~~ **II,** SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director, or designee, acts as a special education specialist to teachers, support services staff and administrators to facilitate instructional programs for students with disabilities; assesses program needs and implements achievement of program objectives; serves as a resource for addressing compliance issues and compliance implementation.

REPRESENTATIVE DUTIES:

Assist in the planning, development, implementation of the special education program.

Assist parents and teachers in understanding federal and state guidelines regarding eligibility and placement in special education, interpretation of assessment data, and the establishment and achievement of instructional goals.

Support the appropriate placement of students and integration, inclusion, and mainstreaming activities in consultation with site administrators, special education staff and school nurses.

Assist in the development, selection, and/or procurement of curriculum materials and equipment to assist teachers with specialized instructional programs.

Assist in developing and coordinating the determination, delivery and effectiveness of relevant services/staff development activities for special education staff.

Provide assistance to the special education teaching staff in planning, organizing and coordinating staff functions, facilities, materials, and equipment purchase and use.

Assist in assuring that pupils have full educational opportunity.

Assist special education personnel in the development, review, revision, implementation and coordination of services in the Individuated Education Program (IEP).

Maintain knowledge of current laws and regulations pertaining to individuals with exceptional needs.

Participate, as required, in IBP Team meetings.

Assist in the development and implementation of behavior management and behavior shaping activities for individual students.

Screen referred students for eligibility, recommend placement and adjust class loads and geographic areas of assignments.

Assume the role of case manager for specific students in out-of-district placements such as non-public schools and SELPA classes.

Recruit, evaluate, and manage special education staff including, instructional aides, and all other support staff

Maintains accurate special education records and monitor the documentation of special education services provided.

Organize and provide the professional development for teachers and other special education staff. Assist teachers, staff, parents, and others in the assessment and instructional planning strategies for various students with special needs.

Serve as Administrative designee as needed.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Recent developments in special education
Laws and mandates related to Special Education
Behavior Principles

ABILITY TO:
Meet schedules and timelines
Plan and organize work
Work confidentially with discretion
Communicate effectively both orally and in writing

EDUCATION AND EXPERJENCE:
Minimum five years' experience as either a special education teacher, program specialist or support personnel in the operation of programs for students with disabilities. Hold a valid California credential authorizing service as a special education teacher. Clear or Preliminary Education Specialist: Mild/Moderate credential or PPS: School Psychologist credential preferred.

Recent experience of training and demonstrated proficiency in core curriculum and curriculum development and implementation of instructional programs is desirable. Master's degree is desirable.

WORKING CONDITIONS:
District office level environment.

Updated July 2023

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Directives for Coaching and Athletic/Activities Camp Stipends

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Background:
To maintain equity, the district will provide direction to school sites on coaching stipends and athletic/activities camps. The intention is to maintain a level of consistency between school sites and programs so we can address any disparity in practice.

Discussion and Issues:
The district has never had clear language on how sites deal with coaching stipends outside of those provided under the contract. Therefore, sites have not been consistent in how they addressed the issue. The same holds for athletic/activities camps. The following language was created and vetted by athletic directors, assistant principals, and principals at both comprehensive high schools:

- If a fundraising organization wants to raise funds for "additional" staffing, they are welcome to do so. However, the stipend they pay for additional coaches cannot exceed the stipend amount the district compensates coaches.

- If a fundraising organization wants to raise funds for "auxiliary" compensation, it cannot exceed the amount of the stipend provided by the school district.

- Each of these scenarios requires the fundraising organization to donate the money to the district, regardless if the fundraising group is a 501c3 or if the fundraising group operates through a trust account with ASB. The money will then be issued to the coach by check from the district. There are no exceptions to this requirement. These stipulations are in place to maintain equity between schools and between sports/groups.

- As it pertains to athletic camps or performing arts camps, coaches must obtain a Use of Facilities that requires custodial services and insurance. Money collected for these events must be made through the finance office at the school site. Money is not to be collected individually by a coach/director or deposited into a personal bank account unless the fundraising group is a 501c3.

Initially, it would be prudent to accept the stipulations as district directives. It would allow the district to see if the parameters set in the language are appropriate. The intent would be to codify these stipulations in board policy before the end of the 2023-2024 school year.

Fiscal Impact:
There is no fiscal impact.

Recommendation:

John Paramo, Acting Superintendent, recommends that the Board of Education approve the directives for Coaching and Athletic/Activities Camp stipend, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Amended Contract for California Department of Rehabilitation Services

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Background:

The Workforce Innovation and Opportunity Act (WIOA) is an amendment and reauthorization of the United States Government's Workforce Investment Act of 1998, which provided support to the nation's primary programs and investments in employment services, workforce development, adult education and vocational rehabilitation services. The California Department of Rehabilitation (DOR) is the government agency that provides employment and independent living resources for California residents with disabilities.

The Federal WIOA requires that the State DOR provide pre-employment transition services to high school students with disabilities (age 16-21) via case service contracts entitled "We Can Work" Programs. The core components of the "We Can Work" Program are as follows:

- Job exploration counseling
- Work-based learning experiences
- Counseling for post-secondary opportunities
- Workplace readiness training
- Instruction for self-advocacy
- Funding for vocational training and coaching

Discussion/Issues:

The Burbank Unified School District's Special Education Department has maintained an ongoing relationship with its regional California DOR office to provide linkages to adult service agencies for students with disabilities who are in the process of exiting the public school system. The Special Education Department has had a contract with DOR for the "We Can Work" Program since March 17, 2016.

The contract focuses specifically on the provision of work-based learning experiences via direct work experience. Under this model, students with disabilities (age 16-21) would be referred to the "We Can

Work" Program with the expectation that work experience services will be provided during their sophomore, junior, and senior years of high school through a contractual agreement.

The contractual experiences consist of short-term placements (either on or off campus) and monitoring of the student/DOR's client's performance in the work environment. The work experiences may include:

- Paid or unpaid internships
- Paid or unpaid employment
- Summer work experience
- Work exploration and job shadowing

BUSD students (DOR clients) may participate in more than one work experience situation. These work experiences are intended to be temporary placements to gain experience in the workplace. The work experiences may also result in the development of vocational direction, appropriate work attitudes, ethical behavior, interpersonal skills, task-speed and accuracy, and some occupational skills.

Initial eligibility for the "We Can Work" Program is based on the following criteria:

- The student must have a documented disability (documented with an IEP or a 504 Plan)
- The student must express a desire to participate in (and be available for) a work experience opportunity
- The student must meet eligibility requirements to obtain a work permit
- The student must meet program requirements regarding attendance, discipline, and grades

The referral process for the "We Can Work" Program includes the following steps:

- Staff will identify students who are eligible for the program
- Staff will refer those who are eligible for work experience services to DOR
- Once all releases are signed, BUSD staff confirms student disability information to DOR to justify inclusion of a student in the program

The current proposed "We Can Work" service contract is an augmentation of the previous contract. Previously, only students with an IEP were served through BUSD's "We Can Work" Program. An augmentation was requested to expand the program to include paid work experiences for students with 504 Plans, who are eligible for service under the "We Can Work" Program and were not previously served. Additionally, a portion of the augmentation will be applied to increasing "We Can Work" staff hours to handle the work associated with an increased number of student work placements.

Contract Provisions:

- **Current Contract:** For the fiscal year 2023-24 and the fiscal year 2024-25 **65** students and **62** students respectively will be served and provided the opportunity to participate in paid work experience. Work experiences will be individualized and can vary in duration as well as type of placement. Work experience hours are expected to average up to **100** hours per student.
    - **Augmented Contract:** For the fiscal year 2023-24 and the fiscal year 2024-25, **115** and **110** students respectively will be served and provided the opportunity to participate in paid work experience. Work experience hours are expected to average up to **300** hours per student.

- **Current Contract:** Funding for the fiscal year 2023-24 for staff and student wages* is **$173,431** (with **59%** dedicated to student salaries and **41%** dedicated to staff salaries). Funding for the fiscal year 2024-25 for staff and student wages is **$173,431** (with **57%** dedicated to student salaries and **43%** dedicated to staff salaries).
    - **Augmented Contract:** For the fiscal year 2023-24 and the fiscal year 2024-25, funding for staff and student wages is **$348,065** (an increase of $174,634 per year over the current contract, doubling current contractual funding per year) with **70%** dedicated to student salaries

and **30%** dedicated to staff salaries.
    - **Augmented Contract:** For the fiscal year 2023-24 only, an additional **$12,500** of **one time** re-allotment funding will be provided to support the CBI program at JBHS, bringing the total funding for that year to **$360,565**.

- **Current Contract:** For the fiscal years 2023-24 and 2024-25, DOR pays for **20%** of staff wages of the "We Can Work" Coordinator and the Career Vocational Assistant and WorkAbility pays for **80%**. Staff currently divides time relatively evenly between WorkAbility and DOR placements, yet WorkAbility covers the lion's share of staff wages.
    - **Augmented Contract:** For the fiscal years 2023-24 and 2024-25, DOR pays **40%** of staff salaries of We Can Work Coordinator and Career Vocational Assistant and WorkAbility pays for **60%,** which is a more equitable distribution between the two funding sources

*Staff and student wages in both the current contract and the proposed contract augmentation include staff benefits and staff/student salaries and worker's compensation

Fiscal Impact:

DOR's contracted funding amount with BUSD is being increased by the following amounts: $174,634 annually for the 2023-24 and 24-25 fiscal years and a $12,500 one-time allotment for the moderate/severe special education program at JBHS for the 2023-24 fiscal year. Altogether, this increases the total current contracted funding amount for the next two fiscal years combined from $346,862.30 to $708,630.98 (an increase of **$361,768.68**). All funding is provided by DOR.

DOR requires significant processing time and invoices are currently being paid with about a year delay. Therefore, funding will need to be reserved to cover increased student/staff wages in the interim until payments from DOR are received.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the amended contract between Burbank Unified School District and the State of California Department of Rehabilitation Services for the purpose of work experience for identified students in the "We Can Work" Program, effective July 1, 2023 through June 30, 2025, and that authority to sign the agreement be exercised pursuant to BUSD-AR3314, as presented.

BUSD DOR Contract Augmentation Review

Lori Schleinkofer
Workability/We Can Work Coordinator
BUSD

July 20, 2023

What is We Can Work?

The CA Department of Rehabilitation (DOR) provides employment resources for CA residents with disabilities.

DOR provides pre-employment transition services to students with disabilities (age 16-21) via “We Can Work” Programs, which include:

- Job exploration counseling
- Work-based learning experiences
- Counseling for post-secondary opportunities
- Workplace readiness training
- Instruction for self-advocacy
- Funding for vocational training and coaching

BUSD has had a relationship with DOR since 2016 through the We Can Work program.

Current BUSD-DOR We Can Work Contract

- Signed in March 2022 between BUSD and DOR.
- 3 year duration (Fiscal years ‘22-’23, ‘23-’24, and ‘24-’25)
- Total contractual amount: $173.4k per year, for a total of $520.3k over 3 years
- DOR funds 20% of salaries of Coordinator and Career Vocational Assistant, along with student wages
- Historically, only students with IEPs were served through this contract
- Up to 100 hours of paid work experience per student
- Goals for students placed:
  - ‘23-’24: 65 students
  - ‘24-’25: 62 students

Augmented BUSD-DOR We Can Work Contract
(July 2023)

- To be signed July 2023 between BUSD and DOR
- Changes impact 2 fiscal years: '23-'24 and '24-'25
- Total contract amount will be augmented by:
  - $187.1k in '23-'24 (includes $12.5k for JBHS CBI program support)
  - $174.6k in '24-'25.
- Current Contract total funding for '23-'24 and '24-'25 is **$346.9k** combined, compared to the Augmented Contract total funding of **$708.6k** over 2 years
- **Total increase over next 2 years of $361.8k.**
- DOR to fund 40% of Coordinator and Career Vocational Assistant Salaries, along with student wages
- Students with IEPs and 504 Plans will now be served through the Augmented Contract
- Up to 300 hours of paid work experience per student
- Goals for students placed:
  - '23-'24: 115 students (increase of 50 students)
  - '24-'25: 110 students (increase of 48 students)

Students with IEPs*

School	# Special Education Students
John Burroughs High School	339
Burbank High School	222
Magnolia Park School/Monterey	25
NPS/ILA/BAS/FACTS	50
Total	**636**

Data as of 5/2023
*Not all students in pool are eligible for placement due to 1:1 extensive supports required. Additionally, students must meet eligibility criteria regarding grades, attendance and discipline.

Students with 504 Plans*

School	# Students with 504 Plans
John Burroughs High School	204
Burbank High School	119
Other (NPS/ILA)	43
Total	**366**

The additional funds allow us to expand placement services to a much larger pool of students.

Data as of 1/2023
* Subject to same eligibility criteria as students with IEPs

Number of Students Placed

Number of Students Placed	‘20-’21	‘21-’22	‘22-’23
IEP Students	19	96	103
504 Students	0	0	7
Total	**19**	**96**	**110**

Covid Impacted

Community Business Partners

BUSD's We Can Work Dept offers students a variety of paid work experiences that support student transition plans. Our community business partners include:

- Animals:
  - Burbank Animal Shelter
- Childcare:
  - Boys and Girls Club
  - BUSD Around the Bell/Childcare
  - Rockin' Kids
- Food Service:
  - Cafe de Olla
  - Ma's Italian Kitchen
  - Romancing the Bean
  - Sharky's
- Grocery:
  - Smart & Final
  - Otto's Hungarian Imports & Deli
- Library:
  - Burbank Public Library
  - JBHS & BHS textbook rooms
- Medical/Dental:
  - All Inclusive Community Health Care
  - Kids Community Dental
  - Media District Chiropractic
- Pharmacy:
  - Walgreens
- Retail:
  - Burbank Bike Shop
  - Hot Topic
  - Journeys
  - Old Navy
- STEAM:
  - 5D Spectrum (web design)
  - Burbank Arts & Education Foundation (BAEF)
  - Generation DCD (dance)

AND STILL ONBOARDING MORE PARTNERS……

Conclusion

Approval of the augmented contract is recommended because:

- BUSD will receive an increase of $361.8k over the current contracted funding amounts.
- Significantly more students with disabilities will receive value-added paid work experiences for longer approved hours, increasing BUSD's students that are college and career ready.
- The distribution of salaries between our two grants is more equitable (DOR covers an increased percentage of staff salaries).
- There is no financial impact on BUSD other then reserving additional working capital as DOR pays with about a year delay.

Burbank Unified School District
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Acceptance of Gifts

John Paramo, Acting 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. Prettybird, LLC. wishes to donate to the District $5,500 to be used for materials and supplies at John Muir Middle School.

b. BaM Productions, Inc. wishes to donate to the District $2,500 to be used for materials and supplies at John Muir Middle School.

c. American Online Giving Foundation wishes to donate to the District $670.75 to be used as needed at Roosevelt Elementary.

d. Peter Lars, Inc., Cornerstone Photography wishes to donate to the District $1,152.21 to be used as needed for materials and supplies at Roosevelt Elementary School.

e. John Burroughs High School IMA Booster Club Inc. wishes to donate to the District $40,000 to be used to purchase marching band and IMA uniforms and costumes at John Burroughs High School.

f. Washington Elementary Fundraising Committee wishes to donate to the District $32,165.43 to be used in the 2023-2024 school year at Washington Elementary School.

g. Stevenson Elementary Fundraising Committee wishes to donate to the District $76,549.94 to be used in the 2023-2024 school year at Stevenson Elementary.

h. Miller Elementary Fundraising Committee wishes to donate to the District $7,105.25 to be used in the 2023-2024 school year at Miller Elementary.

i. Jefferson Elementary Fundraising Committee wishes to donate to the District $2,073.85 to be used in the 2023-2024 school year at Jefferson Elementary.

j. Bret Harte Elementary Fundraising Committee wishes to donate to the District $114,011.69 to be used in the 2023-2024 school year at Bret Harte Elementary.

k. Emerson Elementary Fundraising Committee wishes to donate to the District $60,904.19 to be used in the 2023-2024 school year at Emerson Elementary.

l. Edison Elementary Fundraising Committee wishes to donate to the District $31,386.95 to be used in the 2023-2024 school year at Edison Elementary.

m. Disney Elementary Fundraising Committee wishes to donate to the District $3,165.90 to be used in the 2023-2024 school year at Disney Elementary.

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:	July 20, 2023
SUBJECT:	Amended Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to amend the Final Settlement Agreement for the Special Education Student 960027511 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960027511 concerning services and/or school placement, a formal settlement agreement was offered on February 18, 2022 to the Parents. Due to the waiting lists for providers that resulted from mandatory shutdowns due to the Covid 19 pandemic, this settlement needed to be amended. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parent, without admitting any liability.

Fiscal Impact:

No cost to District.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend Final Settlement Agreement for Special Education Student 960027511, at no cost to District (01.0-65000.0-50010-36000-5813-7440000), effective February 18, 2022 through June 1, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original Settlement Agreement was approved on March 17, 2022 in the amount of $51,000. This amendment extends the original end date of August 1, 2023 to June 1, 2024.

TO: Board of Education / Superintendent Consent 7/20/2023

SUBMITTED BY: Saida Valdez, Director, Human Resources Services

SUBJECT: Certificated Personnel - Report Number 23-24-01. It is recommended that the following appointments for Certificated Personnel be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedule.

RETIRING	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
QUIRIN-URIBE, KRISTANNA Jefferson Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2060000	100	RA:006 - ST:22	Began Service 9/2/1993	6/30/2023
SOLYOM, KAREN Stevenson Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2060000	100	RA:006 - ST:24	Began Service 9/11/1989	6/30/2023
PERLSTEIN, CAROLYN Thomas Edison Elementary School	Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2020000	100	RA:006 - ST:24	Began Service 9/8/1988	6/30/2023

RESIGNATION	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
VILLAREAL, KATRINA Instructional Services	Cte Teacher	01.0-90201.0-38000-10000-1130-7408300	100		Began Service 8/17/2021	6/30/2023
DAVIS, MAGGIE Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	STP: $1413	Began Service 1/6/2021	6/30/2023
LIU, LINDA Harte Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	STP: $1413	Began Service 11/7/2011	6/30/2023
ALBARIAN, KRISTINA J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100		Began work 7/20/2018	6/2/2023
YOUNG, AMBER Mc Kinley Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2090000	100		Began Service 8/5/2019	6/30/2023
CLAYTON, LINDSEY Providencia Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100		Began Service 08/09/2021	6/30/2023
ELDRIDGE, ERICA Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100		Began Service 8/10/2015	6/30/2023
ZEHNPFENNIG, MARY Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	STP: $1413	Began Service 8/15/2016	6/30/2023

BAUGUS, KARINA Harte Elementary School	Special Ed Teacher SDC - Elementary - FTE:100%	01.0-65000.0-57602-11100-1110-2050000	100	STP: $1600	Began Service 8/8/2022	6/30/2023
DIFONZO, NAKOTA Human Resources	Sub Tchr/spec Ed Sub Tchr	01.0-00000.0-11100-10000-1160-7550000	100		Began Service 3/11/2022	6/30/2023
BLACK, JUSTIN Burroughs High School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-4320000	100	STP: $1413	Began Service 10/14/2022	6/30/2023
HALL, JAMIE Burroughs High School	Teacher - FTE:80%	01.0-00000.0-11100-10000-1110-4320000	100	STP: $1413	Began service 1/15/04	6/3/2023
O'DELL, ALISON John Muir Middle School	Teacher PE - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	STP: $1413	Began service 8/6/18	6/30/2023
CORTES, VERONICA Stevenson Elementary School	Teacher Leave of Absence - FTE:100%	01.0-00000.0-11100-10000-1110-2150000	100	STP: $1413	Began Service 01/07/2019	6/14/2023

REASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PALASKI, JESSICA Burroughs High School	Hs Asst Principal HS Assistant Principal - FTE:100%	01.0-00000.0-00000-27000-1313-4320000	100	STP: $1484	Moving into Assistant Principal position at JBHS	7/1/2023
TOBIN, JILL Luther Middle School	Middle School Assistant Principal Assistant Principal Middle School -	01.0-74350.0-00000-27000-1313-3209000	100	STP: $1484	Moving into Assistant Principal at Luther	7/1/2023
HATCH, ROBIN Huerta Middle School	Middle School Principal Middle School Principal - FTE:100%	01.0-00000.0-00000-27000-1312-3210000	100	STP: $1484	Moving into Principal position at Huerta	7/1/2023

ELECTION: PROBATIONARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
FREEMON, JENNIFER Burbank High School	Hs Asst Principal - FTE:100%	01.0-00000.0-00000-27000-1313-4310000	100	RA:007 - ST:01 STP: $1484		7/1/2023
PEREZ, LIZETTE Special Education	Psychologist I - FTE:100%	01.0-00000.0-00000-31200-1214-7440000	100	RA:015 - ST:01		7/1/2023
MANCINI, LAURA Special Education	Speech Therapist Speech Therapist - FTE:100%	01.0-65000.0-57602-11901-1110-7440000	100	RA:006 - ST:01 STP: $3013		8/7/2023

ELECTION: TEMPORARY	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CLASSON, GRACIE Disney Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2010000	100	RA:003 - ST:07		8/7/2023 5/24/2024
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: $2826		8/7/2023 5/24/2024
FLORES, JEANETTE J Miller Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2100000	100	RA:004 - ST:02		8/7/2023 5/24/2024

WARDLE, PAMELA J Miller Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2100000	100	RA:005 - ST:06 STP: $1413		8/7/2023 5/24/2024
ELLIOTT, KEITH Jefferson Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2060000	100	RA:005 - ST:08		8/7/2023 5/24/2024
FOENANDER, LINDSAY Jefferson Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2060000	100	RA:004 - ST:04		8/7/2023 5/24/2024
BARBIER, JENELLE Mc Kinley Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:02		8/7/2023 5/24/2024
GREGERSON, LAUREN Mc Kinley Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2090000	100	RA:004 - ST:04 STP: $1413		8/7/2023 5/24/2024
SORENSEN, CORY Mc Kinley Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:09 STP: $1413		8/7/2023 5/24/2024
STINSON, JAMES Mc Kinley Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2090000	100	RA:003 - ST:02		8/7/2023 5/24/2024
MOLINA, ANNE Providencia Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2130000	100	RA:006 - ST:16 STP: $1413		8/7/2023 5/24/2024
WIEBLER, MEGAN Providencia Elementary School	Elementary Teacher Elementary Teacher-temporary -	01.0-00000.0-11100-10000-1110-2130000	100	RA:003 - ST:02		8/7/2023 5/24/2024
CAMPOS, KIMBERLY Roosevelt Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2140000	100	RA:003 - ST:8 STP: $1413		8/7/2023 5/24/2024
GANZEL, STEPHANIE Roosevelt Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-11100-1110-2140000	100	RA:004 - ST:17		8/7/2023 5/24/2024
BLOCK, OLIVIA Washington Elementary School	Elementary Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2160000	100	RA:003 - ST:02		8/7/2023 5/24/2024
ROSS, DEIDRA Harte Elementary School	Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2050000	100	RA:004 - ST:02		8/7/2023 5/24/2024

ELECTION: SUMMER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
BITNER, ELIZABETH Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-65000.0-57602-11100-1130-5480000	100		Summer School ILA	5/30/2023 6/30/2023
CAPELLE, MELISSA Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-65000.0-57602-11100-1130-5480000	100		Summer School ILA	5/30/2023 6/30/2023
GOOD, HEATHER Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-01500.0-11100-10000-1130-5480000	100		Summer School ILA	5/30/2023
KIM, JUNG Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-01500.0-11100-10000-1130-5480000	100		Summer School ILA	5/30/2023
KIM, YOUNG Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-01500.0-11100-10000-1130-5480000	100		Summer School ILA	5/30/2023 6/30/2023

TIPTON, WAYNE Instructional Services	Teacher: Summer School ILA Summer Assignment	01.0-01500.0-11100-10000-1130-5480000	100		Summer School ILA	5/30/2023

ELECTION: SUMMER NURSE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
AGUILERA, LENORA Special Education	Nurse Summer School Nurse	01.0-65000.0-50010-31400-1230-5480000	100		Summer School 2023	6/5/2023 7/13/2023

ELECTION: MANAGEMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CELESTE, KENNELYN Providencia Elementary School	Elementary School Principal Elementary Principal - FTE:100%	01.0-00000.0-00000-27000-1312-2130000	100	STP: $1413		7/1/2023

CHANGE OF ASSIGNMENT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
PARAMO, JOHN Superintendent Of Schools	Acting Superintendent Acting Superintendent - FTE:100%	01.0-00000.0-00000-71500-1314-7410000	100	RA: - ST:	To become Acting Superintendent	6/6/2023

LEAVE OF ABSENCE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
GOLEMAN, KIMBERLY Providencia Elementary School	Elementary Teacher Elementary Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-2130000	100	RA:003 - ST:06	CC LOA 2023-2024	8/7/2023 5/24/2024
CHERKEZIAN, ARPY John Muir Middle School	Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:10 STP: $2826	Taking the last 2 weeks of parental bonding.	8/7/2023 8/18/2023
CHERKEZIAN, ARPY John Muir Middle School	Teacher Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:10 STP: $2826	Taking a Child Care leave.	8/19/2023 12/31/2023
DEVIRGILIS, EDWARD John Muir Middle School	Teacher - FTE:100%	01.0-00000.0-11100-10000-1110-3220000	100	RA:006 - ST:19 STP: $1413	Teaching in a Foreign Country for a year	8/7/2023 3/26/2024

STIPEND: CELL	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CELESTE, KENNELYN Instructional Services	Cell Phone Stipend Cell Phone Stipend - FTE:100%	01.0-00000.0-00000-27000-1980-2130000	100	STP: $17	Elementary Principal at Providencia Elementary School	7/1/2023

ELECTION: SUMMER	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
HARTLOVE, KATHERINE Human Resources	Ss Sub Tchr/ss Spec Ed Substitute Teacher	01.0-00000.0-11100-10000-1130-7550000	100			6/5/2023
ABICH, THOMAS Burroughs High School	Teacher: Summer School CR - Biology	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
AMIRMOZAFARI, NIKKI Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023

BAROUTGIAN, LISA Burroughs High School	Teacher: Summer School CR - Engish 9	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
BERNER, THERESE Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
CASPER, JENNIFER Burroughs High School	Teacher: Summer School CR - MS Math 8	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
DORSEY, ERIN Burroughs High School	Teacher: Summer School CR - MS Math 8	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
DUNGEREAUX-OTIS, MICHELLE Burroughs High School	Teacher: Summer School CR - English 9	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
GILLEARN, JASON Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
GOMEZ, JENNIFER Burroughs High School	Teacher: Summer School CR - SPED Math-SS	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
GONZALEZ, AMANDA Burroughs High School	Teacher: Summer School CR - MS Math 8	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
GRIGORIAN, GRANT Burroughs High School	Teacher: Summer School CR - Algebra	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
HEDIN-ABREU, DAVID Burroughs High School	Teacher: Summer School CR - Geometry	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
JUNKERMEIER, JOSH Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
KEELER, FRED Burroughs High School	Teacher: Summer School CR - English 11	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
LOPEZ-ASHKAR, YESENIA Burroughs High School	Teacher: Summer School Summer School Counselor	01.0-01500.0-00000-31100-1230-7420000	100		6/1/2023 7/13/2023
LUCAS, AMY Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
MULLADY, JERRY Burroughs High School	Teacher: Summer School CR - World History	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
NOLEN, NICKKI Burroughs High School	Teacher: Summer School Summer ESY Teacher	01.0-65000.0-57601-11100-1130-5480000	100	Summer School 2023	6/1/2023 7/13/2023
O'KEEFE, HEATHER Burroughs High School	Teacher: Summer School CR - Earth Space Sci	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
PETRENCO, TANASE Burroughs High School	Teacher: Summer School CR - Algebra	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023
PIERCE, EMILY Burroughs High School	Teacher: Summer School IC - PE	01.0-01500.0-11100-10000-1130-7420000	100		6/1/2023 7/13/2023

REAL, EDWIN Burroughs High School	Teacher: Summer School CR - PE	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
REILY, MIKE Burroughs High School	Teacher: Summer School CR - Senior Non-Grad	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
ROBERTSON, LISA Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
RUANO-RAMIREZ, KARLA Burroughs High School	Teacher: Summer School CR - MS Math 7	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
RUSSON, ROBYN Burroughs High School	Teacher: Summer School IC - Health	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
SNOWDEN, DAWN Burroughs High School	Teacher: Summer School CR - US History	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
STEWART, JENNA Burroughs High School	Teacher: Summer School CR - English 10	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
SULLIVAN, BEN Burroughs High School	Teacher: Summer School Summer School Teacher	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
SYMONS, BRAD Burroughs High School	Teacher: Summer School Summer School Teacher	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
TRUONG, HUNG Burroughs High School	Teacher: Summer School Summer School Counselor	01.0-01500.0-00000-31100-1230-7420000	100			6/1/2023 7/13/2023
WARREN, WILL Burroughs High School	Teacher: Summer School CR - World History	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
ZIMNY, PAM Burroughs High School	Teacher: Summer School Summer School Tchr	01.0-01500.0-11100-10000-1130-7420000	100			6/1/2023 7/13/2023
ALEMAN, RICHERE Health Services	Teacher: Summer School Summer School Nurse ELOP	01.0-01500.0-00000-31400-1230-7420000	100		Summer School 2023	6/5/2023 7/13/2023
WELLS, JOHN Burroughs High School	Teacher: Tosa Summer School TOSA	01.0-01500.0-00000-27000-1930-7420000	100			5/1/2023 7/13/2023

ELECTION: SUMMER ADULT	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
ZAEIMI NIKOO, MONIREH Adult School	Teacher: Summer Adult School Summer ESL Teacher	11.0-63910.0-41102-10000-1130-5331000	100			6/26/2023 7/13/2023

ELECTION: SUMMER SUBSTITUTE	ASSIGNMENT	APPROPRIATION NUMBER	PCT	RATE OF PAY	REMARKS	EFFECTIVE DATE ENDING DATE
CURRAN, RYAN Human Resources	Ss Sub Tchr/ss Spec Ed Substitute Teacher	01.0-00000.0-11100-10000-1130-7550000	100			6/5/2023
PATTON, ALTON Human Resources	Ss Sub Tchr/ss Spec Ed Substitute Teacher	01.0-00000.0-11100-10000-1130-7550000	100			6/5/2023

BURBANK UNIFIED SCHOOL DISTRICT
Personnel Report No. 23-24-01

July 20, 2023
Certificated - Hourly

Name	Program/Site	Task/Project	Type	Rate	Hour Cap	Applicable Payrolls
Abich, Thomas	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Aboolian, Zoya	CC	CC Sub Teacher	Hourly	$16.76	8	June
Adams-Mubiru	Adult	Other Hourly	Hourly	$24.13	10	June-July
Aguila, Damaris	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Aguilera, Lenora	Health Services	Retention Stipend	Stipend	$10,000	1	May
Ahn, Devika	Adult	Other Hourly	Hourly	$24.13	20	June-July
Aleman, Richere	Health Services	Retention Stipend	Stipend	$10,000	1	May
Angulo, Sonia	Adult	Other Hourly	Hourly	$24.13	20	June-July
Arenal, Shannon	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Armes, Deborah	Providencia	Other Hourly	Hourly	$35.46	5	May
Artonian, Angela	CC	Addl' Hours	Hourly	$26.34	2	May
Awad, Emily	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Baker, Ryan	CC	Addl' Assignment OVT	Hourly	$23.87	.5	May
Barnhart, Julie	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Berhitoe, George	Adult	Other Hourly	Hourly	$24.13	12	June-July
Berner, Therese	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Bickelmann, Chris	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Birnbaum, Courtney	Adult	Other Hourly	Hourly	$24.13	10	June-July
Birnbaum, Courtney	Adult	Summer Assignment	Hourly	$42.08	27	May-June
Bowne, Shelby	Roosevelt	Other Hourly	Hourly	$35.46	22	May
Boyce, Olivia	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Brinton, Joel	JBHS	Hd. V. Volleyball CIF	Stipend	$201.00	1	April
Brown, Susannah	Providencia	Other Hourly	Hourly	$35.46	5	June
Burke, Madalena	Muir	Intervention Teaching	Hourly	$47.80	12	June
Burke, Madalena	Muir	Intervention Planning	Hourly	$35.46	12	June
Canas, Daniel	Adult	Other Hourly	Hourly	$24.13	20	June-July
Carlton, Alexandra	Instructional Services	Other Hourly	Hourly	$35.46	4	May

Castro, Erica L.	Health Services	Retention Stipend	Stipend	$10,000	1	May
Chavez, Yanira	Adult	Other Hourly	Hourly	$24.13	10	June-July
Choi, Woore (Amy)	Health Services	Retention Stipend	Stipend	$6,000	1	May
Clark, Kara	JBHS	Yearbook Advisor	Stipend	$965.00	4	Aug-June
Collins, Brian	Providencia	Other Hourly	Hourly	$35.46	5	June
Colvin Marvin,Katherin	Providencia	Other Hourly	Hourly	$35.46	5	June
Cook, Jacob	JBHS	Hd. V. Swim CIF	Stipend	$201.00	3	May
Cook, Jacob	JBHS	Hd. V. WtrPolo CIF	Stipend	$201.00	1	February
Cooney, Lauretta	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Cooney, Margaret	Adult	Other Hourly	Hourly	$24.13	20	June-July
Cooper, Rebecca	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Cortez, Kimberly	Health Services	Retention Stipend	Stipend	$10,000	1	May
Coyle, Jim	Adult	Other Hourly	Hourly	$24.13	20	June-July
Coyne, Emilie	Adult	Other Hourly	Hourly	$24.13	20	June-July
Coyne, Emilie	Providencia	Other Hourly	Hourly	$35.46	12	June
Coyne, Emilie	Providencia	Other Hourly	Hourly	$35.46	5	June
Coyne, Marie	Providencia	Other Hourly	Hourly	$35.46	5	June
Cozzi, Angela	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Crespy, Amilyn	CC	Addl' Hours	Hourly	$27.64	1.5	May
Cuthbertson, Cinda	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Dam, Abigail	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Davis, Scott	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Delanater, Maygan	Health Services	Retention Stipend	Stipend	$8,000	1	May
DeLaTorre, Malia	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Desai, Rekha	Adult	Other Hourly	Hourly	$24.13	8	June-July
Diaz, Cynthia	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Ditty, Barbara	Providencia	Other Hourly	Hourly	$35.46	5	May
Dixon, Kevin	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Dobbs, David	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Dorsey, Erin	Muir	Intervention Teaching	Hourly	$47.80	44	June
Dorsey, Erin	Muir	Intervention Planning	Hourly	$35.46	12	June
Dysthe, Diana	Inst. Services	Other Hourly	Hourly	$35.46	20	June-July
Earwood, Jamie	Providencia	Other Hourly	Hourly	$35.46	5	May
Eaton, Stacy	Health Services	Retention Stipend	Stipend	$10,000	1	May

El-Jabi, Mireille	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Elliott, Keith	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Espana, David	JBHS	Instrumental Music	Stipend	$1275.00	4	Aug-June
Esparza, William	Spec Ed	Hourly Equivalent	Hourly	$86.83	3	May
Ewan, Wendy	Adult	Other Hourly	Hourly	$24.13	20	June-July
Everhart, Gregory	Inst. Services	Intervention Teaching	Hourly	$47.80	7	May
Farewell, Rebecca	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Fernando, Gajan	JBHS	Head Coach VS Tennis	Stipend	$1482.33	1	August – October
Fernando, Gajan	JBHS	Tennis CIF	Stipend	$201.00	1	May
Fitgerald, Kyle	JBHS	Newspaper Advisor	Stipend	$965.00	4	Aug-June
Garcia, Hilde	Disney	Other Hourly	Hourly	$35.46	6	June
Garfiaz, Jocelyn	CC	Addl' Assignment OVT	Hourly	$37.64	2.25	May
Gerharter, Darla	Providencia	Other Hourly	Hourly	$35.46	5	May
Ghazarian, Joan	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Glickman, Elyse	Providencia	Intervention Teaching	Hourly	$47.80	8	May
Godoy-Travieso, P.	Health Services	Retention Stipend	Stipend	$2,000	1	May
Goldberg, Michelle	Inst. Services	Other Hourly	Hourly	$35.46	3	June
Goldberg, Michelle	Inst. Services	Other Hourly	Hourly	$35.46	3	June
Goldenberg, Jennifer	Inst. Services	Intervention Planning	Hourly	$35.46	50	June
Goldenberg, Jennifer	Inst. Services	Intervention Planning	Hourly	$35.46	50	June
Goldenberg, Jennifer	Inst. Services	Intervention Planning	Hourly	$35.46	35	July
Goldenberg, Jennifer	Inst. Services	Intervention Teaching	Hourly	$47.80	101	May-June
Goldenberg, Jennifer	Inst. Services	Intervention Teaching	Hourly	$47.80	7	July
Gresham, Janice	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Griffin, Jennifer	Inst. Services	Other Hourly	Hourly	$35.46	3	June
Griffith, Jennifer	Jefferson	Other Hourly	Hourly	$35.46	7.5	June
Hacobian, Aram	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Harrison, Lisa	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Hernandez, Amalia	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Hernandez, Dorothy	CC	Summer Assignment	Hourly	$47.80	150	June - July
Hernandez, Jorge	Adult	Other Hourly	Hourly	$24.13	10	June-July
Highfill, Bridget	Disney	Other Hourly	Hourly	$35.46	6	June
Hollingshed, Earl	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Holubek, Carol	Instructional Services	Other Hourly	Hourly	$35.46	4	May

Howard, Corey	Muir	Intervention Planning	Hourly	$35.46	12	June
Howard, Corey	Muir	Intervention Teaching	Hourly	$47.80	66	June
Howitt, Elayne	Adult	Department Chair	Stipend	$1550	1	Jan-May
Huizar, Ellen	Muir	Intervention Teaching	Hourly	$47.80	12	June
Huizar, Ellen	Muir	Intervention Teaching	Hourly	$47.80	44	June
Ibarra, Aracel	Adult	Other Hourly	Hourly	$24.13	20	June-July
Ivankovic, Patty	Special Ed	Summer Assigment	Hourly	$47.80	15	June-July
Jackson, Anna	Health Services	Retention Stipend	Stipend	$10,000	1	May
Jackson, Kristen	Providencia	Other Hourly	Hourly	$35.46	5	June
Jennings, Brendan	JBHS	Vocal Music	Stipend	$1275.00	4	Aug-June
Junkermeier, Joshua	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Jurman, Marla	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Keshishi, Yvette	Adult	Other Hourly	Hourly	$24.13	20	June-July
King, Jennifer	Adult	Other Hourly	Hourly	$24.13	12	June-July
Knoop, Julie	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Kulberg, Shari	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Ladd, Dwight John	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Lane, Michael	BHS	Other Hourly	Hourly	$35.46	28	June
Lane, Stephen	Muir	Intervention Teaching	Hourly	$47.80	44	June
Lane, Stephen	Muir	Intervention Planning	Hourly	$35.46	12	June
Larson, Sarah	Spec. Ed	Intervention Planning	Hourly	$35.46	5	June
Larson, Sarah	Spec. Ed	Intervention Teaching	Hourly	$47.80	20	June
Lee, Justin	JBHS	CSF Advisor	Stipend(shared)	$232.50	4	Aug-June
Lerner, Lia	Adult	Dept Chair Stipend	Stipend	$1550.00	1	Jan-May
Lerner, Lia	Adult	Other Hourly	Hourly	$24.13	20	June-July
Liddell-Johnson, M.	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Liebersbach, Nancy	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Loewen, Bret	Adult	Other Hourly	Hourly	$24.13	8	June-July
Lujano, Rachel	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Magallon, Matt	JBHS	Hd. V. Baseball	Stipend	$201.00	1	May
Manos, Katie	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Manoukian, Zare	Adult	Other Hourly	Hourly	$24.13	8	June-July
Matson-Fennell, Sandra	Adult	Other Hourly	Hourly	$24.13	10	June-July
McNutt, Kelly	Disney	Other Hourly	Hourly	$35.46	12	June

McNutt, Kelly	Disney	Other Hourly	Hourly	$35.46	12	May
Medrano, Hector	Adult	Other Hourly	Hourly	$24.13	20	June-July
Mejia, Brittany	Adult	Other Hourly	Hourly	$24.13	20	June-July
Mendez, Erik	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Melendez, Barlon	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Merberg, Elizabeth	JBHS	Performing Arts	Stipend	$1069.00	4	Aug-June
Moench, Jocelyn	CC	Addl' Assignment OVT	Hourly	$27.64	2.5	May
Morales, Michelle	Adult	Other Hourly	Hourly	$24.13	18	June-July
Morreale, Katelyn	JBHS	ASB Advisor	Stipend	$1275.00	4	Aug-June
Moses, Jennifer	Muir	Intervention Teaching	Hourly	$47.80	44	June
Moses, Jennifer	Muir	Intervention Planning	Hourly	$35.46	12	June
Movessian, Arin	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Nicholson, Jennifer	Special Ed	Admin. Addtl. Duties	Daily	$1,339.56	2	May – June
Nicol, Doug	JBHS	Hd. V. Softball	Stipend	$201.00	4	May
Norrington, Vanessa	Special Ed	Working Out Of Class	Stipend	$389.22	1	May – June
Noss, Marianne	Adult	Other Hourly	Hourly	$24.13	20	June-July
Oganyan, Victoria	JBHS	Hd. V. G. Basketball CIF	Stipend	$201.00	1	Feburary
Ohrt, Kelly	Providencia	Other Hourly	Hourly	$35.46	5	May
Oldroyd, Jennifer	Health Services	Retention Stipend	Stipend	$6,000	1	May
Palaski, Jessica	JBHS	Other Hourly	Hourly	$35.46	40	April-July
Pamilar, Carina	Adult	Other Hourly	Hourly	$24.13	10	June-July
Peebles, John	JBHS	Asst Track and Field CIF	Stipend	$112.00	3	May
Pelayo, Gricelda	Disney	Other Hourly	Hourly	$35.46	12	June
Pelayo, Gricelda	Disney	Other Hourly	Hourly	$35.46	6	June
Reardon, Michelle	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Rivas, Fred	Adult	Other Hourly	Hourly	$24.13	10	June-July
Rivera, Stephen	Providencia	Other Hourly	Hourly	$35.46	5	June
Robertson, Lisa	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Russon, Robyn	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Savala, Cynthia	Adult	Other Hourly	Hourly	$24.13	10	June-July
Scheinman, Mackenzie	Special Ed	Retention Stipend	Stipend	$10,818	1	May
Schleinkofer, Lori	Special Ed	Hourly Equivalent	Hourly	$70.77	14	May
Shah, Tracy	Jefferson	Other Hourly	Hourly	$35.46	3	June
Shaltz, Rachel	Special Ed	Retention Stipend	Stipend	$8,654.40	1	May

Shea, James	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Sheetz, Carol	Adult	Other Hourly	Hourly	$24.13	10	June-July
Simonds, Gregory	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Silva, Josefina	CC	Addl' Hours	Hourly	$27.64	1.5	May
Silva, Josefina	CC	Addl' Hours	Hourly	$27.64	1.5	May
Smith, Doug	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Snowden, Dawn	JBHS	CSF Advisor	Stipend(shared)	$232.50	4	Aug-June
Starleaf, Derek	Muir	Intervention Teaching	Hourly	$47.80	12	June
Starleaf, Derek	Muir	Intervention Teaching	Hourly	$47.80	44	June
Stevenson	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Struyk, Connie	Jefferson	Other Hourly	Hourly	$35.46	4.5	June
Sullivan, Arthur	JBHS	Asst. G. Basketball CIF	Stipend	$112.00	1	February
Sullivan, Cyrita	Special Ed	Hourly Equivalent	Hourly	$47.65	3.25	June
Takou, Eddy	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Tobin, Jill	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Topalian, Talar	Providencia	Other Hourly	Hourly	$35.46	25	June
Turner, Marcus	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Valle, Jose	Instructional Services	Other Hourly	Hourly	$35.46	4	May
Vanegas, Jennifer	Adult	Other Hourly	Hourly	$24.13	15	May
Vanegas, Jennifer	Adult	Other Hourly	Hourly	$24.13	20	June-July
Vasquez, Jonathan	Adult	Other Hourly	Hourly	$24.13	35	June-July
Vehuni, Lilit	Adult	Other Hourly	Hourly	$24.13	18	June-July
Vehuni, Lilit	Adult	Other Hourly	Hourly	$24.13	20	June-July
Villareal, Katrina	Huerta	Hourly Equivalent	Hourly	$45.17	6.5	May
Villareal, Katrina	Huerta	Hourly Equivalent	Hourly	$45.17	16	May
Walden, Melissa	Muir	Intervention Teaching	Hourly	$47.80	28	June
Walden, Melissa	Muir	Intervention Planning	Hourly	$35.46	12	June
Walker, Amy	Providencia	Other Hourly	Hourly	$35.46	5	May
Warren, William	Huerta	Intervention Teaching	Hourly	$47.80	3	May
Weber, Rebecca	Health Services	Retention Stipend	Stipend	$8,000	1	May
Wells, John	JBHS	Other Hourly	Hourly	$35.46	40	April-July
Wiebler, Megan	Providencia	Other Hourly	Hourly	$35.46	5	June
Wollerton, Alicia	Providencia	Other Hourly	Hourly	$35.46	5	May

Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Retirement								
CASAS, Ines	Food Service Assistant	13.0-53100.0-00000-37000-2210-3210000		37-VI	D	07-01-23		Huerta Middle School Began service 09-08-1998
CASAS, Ines	Food Service Assistant	13.0-53100.0-00000-37000-2210-3210000		37-VI	D	07-01-23		Huerta Middle School Began service 09-08-1998
KRAILO, Cathy	Instructional Technology	01.0-00000.0-00000-24200-2210-2062000		40-III	D	09-15-23		Jefferson Elementary Began service 11-07-2003
Resignation								
AGUAYO, Lisa	Paraeducator – DHH	01.0-65000.0-57602-11104-2110-3220000		39-VI	D	06-09-23		Muir Middle School
CAMPA, Kathryn	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-3200000		38-V	D	06-09-23		Luther Middle School
MARICHI, Rachel	Paraeducator – Special Education	01.0-33110.0-57602-11100-2110-4310000		38-I	D	06-09-23		Burbank High School
RIGGINS, Jasmine	Educational Interpreter I Deaf & Hard of Hearing	01.0-65000.0-57602-11104-2110-2160000		55-III	D	06-09-23		Washington Elementary
RUMI, Ivana	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2110-5330000		36-VI	E	06-24-23		Burbank Adult School
RUMI, Ivana	Paraeducator – Adult Learning Center	11.0-63910.0-41106-10000-2110-5330000		36-VI	E	06-24-23		Burbank Adult School
SEID-BONHAM, Jelsa	Educational Interpreter II	01.0-33100.0-57602-11104-2110-3220000		62-VI	D	06-12-23		Muir Middle School
Termination								
CL-0046-23	Human Resources	01.0-00000.0-00000-24200-2210-4310000		38-II	A	06-09-23		Human Resources
CL-0047-23	Human Resources	13.0-53100.0-00000-37000-2210-4310000		37-II	D	06-16-23		Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Additional Compensation for Working Out of Class								
ALEGRIA, Hector	School Safety/Utility Custodian	01.0-90710.0-00000-83000-2210-7522000		39-VI	A	06-05-23	08-11-23	Facilities Services
DYER, Jeri	Senior Secretary - Special Education	01.0-00000.0-00000-72000-2410-7440000		42-VI	A	05-01-23	06-30-23	Special Education
GARCIA, Hector	Student Services and Attendance Specialist	01.0-00000.0-00000-31300-2210-7450000		57-VII	A	06-14-23	07-31-23	Student Services
PEREZ, Jorge	Custodian	01.0-00100.0-00000-82100-2210-7520025		38-VI	A	06-05-23	06-30-23	Facilities Services
Additional Compensation for Health Care								
RUIZ DECASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2110-7440000		45-VI	C	05-16-23	05-25-23	Burbank High School Health Care Stipend - $1.66/hour
Additional Compensation for Stipends – Summer School								
POZOS, Rosalinda	School Office Manager - Elementary	01.0-26000.0-00000-27000-2430-5489000		43-V	C	06-15-23	07-13-23	Disney Elementary Bilingual 2 - $.62/hour
RUIZ DECASTILLO, Alicia	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-VI	C	06-02-23	07-14-23	Burbank High School Health Care Stipend - $1.66/hour
SANCHEZ, Bonnie	Paraeducator – Severely Impaired	01.0-65000.0-57300-11100-2110-5480000		41-VI	D	06-05-23	07-07-23	Horace Mann Health Care Stipend - $1.66/hour
Change of Assignment – Classification/Location/FTE								
GOURIAN, Sarah	School Office Manager – Elementary	01.0-00000.0-00000-27000-2410-2090000		43-II	C	07-31-23		McKinley Elementary
HALLAJIAN, Maral	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		37-VI	D	08-14-23		Burbank High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Change of Assignment – Classification/Location/FTE (Continued)								
HALLAJIAN, Maral	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		37-VI	D	08-14-23		Burbank High School
JENKINS, Justina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2210-2060000		40-III	D	08-14-23		Jefferson Elementary
NASRALLAH, Nancy	Paraeducator – Special Education	01.0-65000.0-57602-11200-2110-2050000		38-VI	D	08-14-23		Bret Harte Elementary
PEREZ, Jennifer	Senior Secretary	01.0-00000.0-00000-27000-2410-4320000		42-II	B	07-17-23		Burroughs High School
POZO, Stephanie	Intervention Specialist At Risk Students	01.0-01500.0-00000-31100-2210-7420000		53-I	D	08-14-23		McKinley Elementary
RAMIREZ-ADAMS, Terri	Senior Administrative Secretary-Administrative Services	01.0-00000.0-00000-72000-2441-7470000		B-VI	A	06-21-23		Business Office
VELASQUEZ, Jacqueline	Paraeducator – Special Education	01.0-65000.0-57602-11100-2110-2090000		38-VI	D	08-14-23		McKinley Elementary
Election – Monthly								
GRISSOM, Marsalis	Food Service Assistant	13.0-53100.0-00000-37000-2210-4320000		37-I	D	08-14-23		Burroughs High School
MARTINEZ, Jessey	Food Service Assistant	13.0-53100.0-00000-37000-2210-4310000		37-I	D	08-14-23		Burbank High School
OCHOA, Steven	Food Service Assistant	13.0-53100.0-00000-37000-2210-3220000		37-I	D	08-14-23		Muir Middle School
WARD, Candy	Paraeducator – Special Education	01.0-33100.0-57602-11200-2110-3200000		38-I	D	08-14-23		Luther Middle School
Election – Hourly								
ABRAMYAN, Odet	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	07-01-23	05-30-24	Burroughs High School
AMBROSE, Liliana	Campus Supervisor	01.0-00000.0-00000-83000-2260-7550000		36-VI	G	06-05-23	08-01-23	Human Resources

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
ARMENTA, Brenda	Supervisor II, Food Services	13.0-53100.0-00000-37009-2330-4320000		19-7	D	07-01-23	08-11-23	Burroughs High School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2430-3221000		16.24	G	06-01-23	06-30-23	Muir Middle School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-00000.0-00000-27000-2950-2061000		16.24	G	06-01-23	06-30-23	Jefferson Elementary School
ARZUMANYAN, Anahit	Bilingual Translator	01.0-01500.0-00000-27000-2950-7422000		16.24	G	06-01-23	06-30-23	Emerson Elementary School
AVANESSIAN, Arevahad	Paraeducator – Children's Center 12	12.0-90602.0-11100-10000-2130-7547000		37-I	G	06-15-23	06-30-23	Children's Center
AYALA, Veronica	Food Service Assistant	13.0-53100.0-00000-37000-2230-2010000		37-I	D	07-01-23	05-30-24	Disney Elementary
AZNAVOUR, YERAN	Supervisor II, Food Services	13.0-53100.0-00000-37009-2330-4310000		19-3	D	07-01-23	05-30-24	Burbank High School
BABAIAN, Agatia	Paraeducator – Children's Center 12	12.0-50250.1-11100-10000-2130-2050000		37-VI	A	07-01-23	08-12-23	Bret Harte Children's Center
BABAIAN, Agatia	Paraeducator – Children's Center 12	12.0-50250.1-11100-10000-2130-2050000		37-VI	A	05-26-23	06-30-23	Bret Harte Children's Center
BABAIAN, Agatia	Paraeducator – Children's Center 12	12.0-50250.1-11100-10000-2130-2050000		37-VI	A	08-01-23	06-30-24	Bret Harte Children's Center
BARRONDO, Gustavo	Custodian	01.0-00100.0-00000-82100-2260-7520000		38-I	G	06-06-23	08-11-23	Facilities Services
BARSEGHIAN, Valentin	Food Service Assistant	13.0-53100.0-00000-37000-2230-2130000		37-VI	D	07-01-23	05-30-24	Providencia Elementary
BARTA, Peggy	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-5300000		40-VI	D	07-01-23	05-30-24	Monterey High
BAZIKYAN, Armenui	Food Service Assistant	13.0-53100.0-00000-37000-2230-2100000		37-VI	D	07-01-23	05-30-24	Miller Elementary
BELTRAN, Guillermo	Lead Custodian	01.0-90711.0-81000-50002-2240-7528000		43-VI	A	06-07-23	06-07-23	Facilities Services
BLOCKER, Beth	Campus Supervisor	01.0-00000.0-00000-83000-2260-7550000		36-I	G	06-05-23	08-01-23	Human Resources
BONILLA, Andrea	Food Service Assistant	13.0-53100.0-00000-37000-2230-2100000		37-I	D	07-01-23	05-30-24	Miller Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
BROOKS, Mary	Guidance Program Tech II	01.0-00000.0-00000-72000-2430-7450000		44-VI	B	06-20-23	06-29-23	Muir Middle School
BROOKS, Mary	Guidance Program Tech II	01.0-00000.0-00000-72000-2430-7450000		44-VI	B	07-01-23	07-13-23	Muir Middle School
BUSTOS, Adriana	Bilingual Translator	01.0-65000.0-50010-21000-2950-7440000		029-I	A	05-01-23	06-30-23	Special Education
CABRAL, Marisol	Food Service Cook Central Kitchen	13.0-53100.0-00000-37000-2230-7490002		41-VI	D	07-01-23	05-30-24	Huerta Middle School
CADENAS, Abigail	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	07-01-23	05-30-24	Burroughs High School
CAFFEY, Danielle	Food Service Assistant	13.0-53100.0-00000-37000-2230-2090000		37-II	D	07-01-23	05-30-24	McKinley Elementary
CALZADILLA, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	01-09-23	05-25-23	Burroughs High School
CARDENAS, Doris	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-VI	G	06-05-23	08-01-23	Human Resources
CASCOLAN, Maria	Senior Secretary	01.0-00000.0-00000-27000-2440-4321000		42-VI	A	05-01-23	05-26-23	Burroughs High School
CECENA, Carmen	Food Service Assistant	13.0-53100.0-00000-37000-2230-2150000		37-VI	D	07-01-23	05-30-24	Stevenson Elementary
CHANG, Samantha	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-III	D	07-01-23	05-30-24	Burroughs High School
CHORA, Josefina	Food Service Cook	13.0-53100.0-00000-37000-2230-3220000		38-VI	D	07-01-23	05-30-24	Muir Middle School
CORDOVA, Oscar	Lead Custodian	01.0-00100.0-00000-82100-2240-7521000		43-VI	A	05-24-23	05-24-23	Facilities Services
CRUZ, Guillermo	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-VI	D	01-09-23	05-25-23	Burroughs High School
DAMIANI, Mary	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		37-VI	D	07-01-23	05-30-24	Huerta Middle School
DAVIS, Tabitha	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-II	G	06-05-23	08-01-23	Human Resources
DEHBASHIAN, Sasoon	Adult English Language Learner/ Office Specialist I	11.0-63910.0-41101-27000-2430-5330000 11.0-63910.0-41102-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .20 .30 .10	35-IV	E	06-01-23	06-30-23	Burbank Adult School

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Election – Hourly (Continued)								
DE LA TORRE, Norma	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	07-01-23	05-30-24	Burroughs High School
DE LEON, Juan	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-VI	A	05-20-23	05-20-23	Facilities Services
DE VALL, Barbara	Campus Supervisor	01.0-00000.0-00000-83000-2260-7550000		36-VI	G	06-05-23	08-01-23	Human Resources
DIAZ, Rubelia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		37-VI	D	07-01-23	05-30-24	Luther Middle School
DIAZ, Victoria	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2010000		40-VI	D	07-01-23	05-30-24	Disney Elementary
FERNANDEZ, Fernando	Campus Supervisor	01.0-00000.0-00000-83000-2240-4321000		36-III	D	01-09-23	05-25-23	Burroughs High School
FITZPATRICK, Suzanne	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-VI	G	06-05-23	08-01-23	Human Resources
FITZPATRICK, Suzanne	Paraeducator – Severely Impaired	01.0-65000.0-57602-11100-2160-7440000		41-I	G	06-05-23	08-01-23	Human Resources
FLORES, Fernando	Children's Center Service Worker	12.0-90602.0-00000-82110-2240-2140000		38-VI	A	05-27-23	05-27-23	Children's Center
GALOUSTIAN, Anahid	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2130-2150000		37-VI	D	05-25-23	05-25-23	Children's Center
GARCIA, Hector	Student Services And Attendance Specialist	01.0-00000.0-00000-31300-2210-7450000		57-VI	A	06-14-23	07-31-23	Student Services
GARCIA GONZALES, Katherine	Food Service Assistant	13.0-53100.0-00000-37000-2230-2020000		37-I	D	07-01-23	05-30-24	Edison Elementary
GONZALEZ, Ailyn	School Office Manager	01.0-00000.0-00000-72000-2460-7550000		43-I	G	06-10-23		Human Resources
GONZALEZ, Ailyn	Secretary III	01.0-00000.0-00000-72000-2460-7550000		37-I	G	06-10-23		Human Resources
GONZALEZ, Jeremy	Food Service Cook	13.0-53100.0-00000-37000-2230-3210000		38-I	D	07-01-23	05-30-24	Huerta Middle School
GONZALEZ DE ORTIZ, Juana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2160000		40-VI	D	07-01-23	05-30-24	Washington Elementary
GOULET, Amy	Human Resources Analyst – Classified	01.0-00000.0-00000-72000-2440-7551000		48-V	A	05-01-23	06-30-23	Human Resources

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Election – Hourly (Continued)								
GUEFFROY, Katherine	Educational Interpreter I	01.0-65000.0-57602-11104-2140-7440000		55-VI	C	05-01-23	05-26-23	Special Education
GUIDO MARQUEZ, Angie	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-V	G	06-05-23	08-01-23	Human Resources
GUTIERREZ, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		37-VI	D	07-01-23	05-30-24	Luther Middle School
GUTIERREZ, Pedro	Lead Custodian	01.0-90708.0-81000-50002-2240-7528000		43-III	A	05-12-23	05-23-23	Facilities Services
HAKOP CHAKERIAN, Janet	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2090000		40-III	D	07-01-23	05-30-24	McKinley Elementary
HALLAJIAN, Maral	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		37-VI	D	07-01-23	05-30-24	Burbank High School
HARTOONIANS, Jaklin	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2100000		40-VI	D	07-01-23	05-30-24	Miller Elementary
HARTUNG, Cory	Secretary III	11.0-63910.0-41001-27000-2430-5330000 11.0-63910.0-41002-27000-2430-5330000 11.0-63910.0-41104-27000-2430-5330000 11.0-63910.0-41106-27000-2430-5330000 11.0-00639.0-41100-27000-2430-5330000	.10 .30 .30 .25 .05	37-I	G	06-22-23	06-30-23	Burbank Adult School
HARVEL, Eric	Food Service Cook Central Kitchen	13.0-53100.0-00000-37000-2230-7490002		41-VI	D	07-01-23	05-30-24	Luther Middle School
HERNANDEZ, Maricruz	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-III	D	07-01-23	05-30-24	Muir Middle School
HERNANDEZ-TORRES, Saul	Custodian	01.0-00100.0-00000-82100-2260-7520000		38-I	G	06-05-23	08-11-23	Facilities Services
HERNANDEZ-TORRES, Saul	Food Service Utility Driver	13.0-53100.0-00000-37000-2230-7490002		42-VI	C	07-01-23	05-30-24	Huerta Middle School
HUERTA, Magali	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2140000		40-V	D	07-01-23	05-30-24	Roosevelt Elementary
HUIZAR, Lanell	Supervisor III, Food Services	13.0-53100.0-00000-37009-2330-3200000 13.0-53100.0-00000-37009-2330-7490002	.375 .625	18-7	D	07-01-23	08-11-23	Luther Middle School
HYRAPATIAN, Siranoosh	Paraeducator – Children's Center 9.5	12.0-90602.0-11100-10000-2140-2140000		37-V	D	05-25-23	05-25-23	Children's Center

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
JENKINS, Justina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2060000		40-III	D	05-05-23	05-25-23	Jefferson Elementary
JIMENEZ, Paola	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2020000		40-VI	D	07-01-23	05-30-24	Edison Elementary
KHAJEHTOURIAN, Katrin	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-VI	D	07-01-23	05-30-24	Muir Middle School
KRAAN, Ian	Grounds Technician	01.0-81500.0-00000-81100-2240-7523100		43-I	A	05-27-23	05-27-23	Facilities Services
LANE-LARMOUTH, Suzanne	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-VI	G	06-05-23	08-01-23	Human Resources
LING, Andrew	Technology Support Specialist II	01.0-00000.0-00000-77000-2440-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
LOPEZ, Anastasia	Safety/Utility Custodian	11.0-63910.0-41102-82100-2230-5330000 11.0-63910.0-41104-82100-2230-5330000 11.0-63910.0-41106-82100-2230-5330000 11.0-00639.0-41100-82100-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-83000-2230-5330000	.17 .23 .05 .05 .18 .22 .05 .05	36-II	A	06-01-23	06-30-23	Burbank Adult School
LOVE, Artese	Food Service Utility Driver	13.0-53100.0-00000-37000-2230-7490002		42-I	C	07-01-23	05-30-24	Luther Middle School
LUKIC, Aleksia	At Risk Intervention Specialist	01.0-30100.0-00000-31100-2230-2019000		53-VI	D	06-01-23	06-30-23	Disney Elementary
MAGANA, Victor	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-I	A	05-13-23	06-30-23	Facilities Services
MAGANA, Victor	Custodian	01.0-90708.0-81000-50002-2240-7528000		38-I	A	06-02-23	06-11-23	Facilities Services
MARANDO, Shannon	College/Career Center Technician	01.0-00000.0-00000-31100-2240-4321000		41-III	C	05-01-23	05-25-23	Burroughs High School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-II	D	05-26-23	05-26-23	Huerta Middle School
MARROQUIN, Ralph	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-II	D	05-12-23	05-12-23	Huerta Middle School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
MEDINA, Sabrina	Secretary II	01.0-00000.0-00000-27000-2430-3201000		35-II	C	06-01-23	06-30-23	Luther Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-VI	D	05-26-23	05-26-23	Huerta Middle School
MCDONALD, Cheryl	Campus Supervisor	01.0-00000.0-00000-83000-2240-3201000		36-VI	D	05-01-23	05-31-23	Luther Middle School
MCMURDO, Patricia	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-II	D	05-24-23	05-24-23	Special Education
MCMURDO, Patricia	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-VI	D	05-24-23	05-24-23	Special Education
MCMURDO, Patricia	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-VI	D	05-24-23	05-24-23	Special Education
MEECHUDHONE, Vicky	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		37-III	D	07-01-23	05-30-24	Burbank High School
MIRANDA, Alma	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		37-II	D	07-01-23	05-30-24	Burbank High School
MONTERO, Aurora	Food Service Assistant	13.0-53100.0-00000-37000-2230-4310000		37-VI	D	07-01-23	05-30-24	Burbank High School
MORALES, Vivian	Senior Textbook Coordinator	01.0-00000.0-00000-27000-2430-4311000		38-II	A	07-01-23	08-04-23	Burbank High School
MORALES, Vivian	Senior Textbook Coordinator	01.0-00000.0-00000-27000-2440-4311000		38-II	A	06-12-23	06-30-23	Burbank High School
NANEZ-ARCIVA, Brenda	Supervisor II, Food Services	13.0-53100.0-00000-37000-2330-3220000		19-5	D	07-01-23	08-11-23	Muir Middle School
NAVARRO, Silvia	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-VI	D	07-01-23	05-30-24	Burroughs High School
NOYA, Daniel	Custodian	01.0-00100.0-00000-82100-2260-7520000		38-I	G	06-05-23	08-11-23	Facilities Services
NOYA, Daniel	Food Service Utility Driver	13.0-53100.0-00000-37000-2230-7490002		42-VI	C	07-01-23	05-30-24	Luther Middle School
NUNEZ, Claudia	Campus Supervisor	11.0-63910.0-41101-83000-2230-5330000 11.0-63910.0-41102-83000-2230-5330000 11.0-63910.0-41104-83000-2230-5330000 11.0-63910.0-41106-83000-2230-5330000 11.0-00639.0-41100-83000-2230-5330000	.20 .30 .20 .14 .16	36-VI	D	06-08-23	06-30-23	Burbank Adult School
NUNEZ, Tina	Paraeducator – Special Education	01.0-30100.0-11100-10000-2130-3229000		38-VI	D	06-05-23	06-22-23	Muir Middle School

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Election – Hourly (Continued)								
OLIVER, Allison	Paraeducator – Special Education	01.0-65000.0-57602-11100-2160-7440000		38-IV	G	06-05-23	08-01-23	Human Resources
PANAMENO GALICA, Roxana	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2030000		40-VI	D	07-01-23	05-30-24	Emerson Elementary
PAREDES, Xiomara	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-VI	D	05-24-23	05-24-23	Special Education
PAREDES, Xiomara	Educational Interpreter II	01.0-65000.0-57602-11104-2140-7440000		62-VI	D	05-24-23	05-24-23	Special Education
PEREZ MILLAN, Jessica	Food Service Assistant	13.0-53100.0-00000-37000-2230-2160000		37-I	D	07-01-23	05-30-24	Washington Elementary
PERRY, Savannah	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-7440000		45-V	D	05-06-23	05-02-23	Special Education
PETKO, Branka	Food Service Cook	13.0-53100.0-00000-37000-2230-4310000		38-VI	D	07-01-23	05-30-24	Burbank High School
RAMIREZ-ADAMS, Terri	Administrative Secretary II	01.0-00000.0-00000-71500-2440-7411000		002-VII	A	04-01-23	06-30-23	Instructional Services
RECINOS, Karina	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2050000		40-III	D	07-01-23	05-30-24	Bret Harte Elementary
RIVERA, Teresa	Food Service Cook	13.0-53100.0-00000-37000-2230-4320000		38-VI	D	07-01-23	05-30-24	Burroughs High School
ROCHA, Cecilia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-I	D	05-01-23	05-26-23	Muir Middle School
ROCHA, Cecilia	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-I	D	07-01-23	05-30-24	Muir Middle School
ROJAS, Raquel	Food Service Assistant	13.0-53100.0-00000-37000-2230-4320000		37-I	D	07-01-23	05-30-24	Burroughs High School
SALAZAR, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-2140000		37-VI	D	07-01-23	05-30-24	Roosevelt Elementary
SALCEDO, Miriam	Supervisor III, Food Services	13.0-53100.0-00000-37009-2330-3210000 13.0-53100.0-00000-37009-2330-7490002	.375 .625	18-7	D	07-01-23	08-11-23	Huerta Middle School
SANTILLAN, Rosa	Paraeducator – Special Education	01.0-30100.0-11100-10000-2130-3229000		38-VI	D	06-05-23	06-22-23	Muir Middle School
SIERRA, Rebecca	Senior Secretary	01.0-00000.0-00000-27000-2440-4321000		42-VI	B	05-10-23	05-17-23	Burroughs High School
SHAHBAZIAN, Katrin	Food Service Assistant	13.0-53100.0-00000-37000-2230-3210000		37-VI	D	07-01-23	05-30-24	Huerta Middle School

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Election – Hourly (Continued)								
SHAHBAZIAN, Shakeh	Paraeducator – English Language Learner	01.0-00000.0-11100-10000-2130-3221000		37-V	D	05-30-23	06-02-23	Muir Middle School
SILVA, Alin	Food Service Assistant	13.0-53100.0-00000-37000-2230-7490002		37-II	D	07-01-23	05-30-24	Luther Middle School
SOLIS, Gloria	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2130000		40-III	D	07-01-23	05-30-24	Providencia Elementary
SWANN, Darlene	Food Service Assistant	13.0-53100.0-00000-37000-2230-7490000		37-I	D	07-01-23	05-30-24	Food Services
TAHARA, Hiroko	Food Service Assistant	13.0-53100.0-00000-37000-2230-2060000		37-I	D	07-01-23	05-30-24	Jefferson Elementary
TERASTVADSADRIAN Jack	Lead Custodian	01.0-00100.0-00000-82100-2260-7520001		43-IV	A	05-26-23	05-26-23	Facilities Services
TORRES, Consuelo	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	05-18-23	05-18-23	Facilities Services
TORRES, Jorge	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-VI	A	05-31-23	06-06-23	Facilities Services
TORRES, Jorge	Custodian	01.0-90711.0-81000-50002-2240-7528000		38-VI	A	05-30-23	05-30-23	Facilities Services
TORRES, Veronica	Food Service Cook	13.0-53100.0-00000-37000-2230-3200000		38-VI	D	07-01-23	05-30-24	Luther Middle School
VASQUEZ, Jose	Campus Supervisor	01.0-00000.0-00000-83000-2240-3211000		36-III	D	05-26-23	05-26-23	Huerta Middle School
VASQUEZ, Pablo	Grounds Technician	01.0-81500.0-00000-81100-2240-7523100		43-I	A	05-27-23	05-27-23	Facilities Services
VAZQUEZ, Isidoro	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	05-25-23	05-25-23	Facilities Services
VAZQUEZ, Isidoro	Custodian	01.0-00100.0-00000-82100-2240-7521000		38-VI	A	05-25-23	05-25-23	Facilities Services
VAZQUEZ, Jasmine	Paraeducator – Deaf/ Hard of Hearing	01.0-65000.0-57602-11104-2130-7440000		39-III	C	05-19-23	05-19-23	Muir Middle School
VAZQUEZ, Jasmine	Paraeducator – Deaf/ Hard of Hearing	01.0-65000.0-57602-11104-2140-7440000		39-III	C	05-19-23	05-19-23	Muir Middle School
VAZQUEZ, Jasmine	Paraeducator – Deaf/ Hard of Hearing	01.0-65000.0-57602-11104-2140-7440000		39-III	C	05-19-23	05-19-23	Muir Middle School
VAZQUEZ, Rita	Paraeducator – Children's Center 12	12.0-61050.0-00010-10000-2140-2160000		37-I	G	06-01-23	06-30-23	Washington Children's Center

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Hourly (Continued)								
VAZQUEZ, Roxana	School Safety/Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		39-VI	A	05-23-23	05-30-23	Facilities Services
VAZQUEZ, Roxana	School Safety/Utility Custodian	01.0-90708.0-81000-50002-2240-7528000		39-VI	A	06-01-23	06-01-23	Facilities Services
VELASQUEZ, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3220000		37-VI	D	07-01-23	05-30-24	Muir Middle School
VELEZ, Anabel	Serving Kitchen Operator	13.0-53100.0-00000-37000-2230-2150000		40-VI	D	07-01-23	05-30-24	Stevenson Elementary
VILLALTA, Maria	Food Service Assistant	13.0-53100.0-00000-37000-2230-3200000		37-VI	D	07-01-23	05-30-24	Luther Middle School
VILLALVA, Gloria	Food Service Assistant	13.0-53100.0-00000-37000-2230-2030000		37-I	D	07-01-23	05-30-24	Emerson Elementary
WILLIAMS BAER, Maureen	Office Assistant	01.0-00000.0-00000-72000-2430-7450000		36-VI	C	07-01-23	07-27-23	Emerson Elementary
WILLIAMS BAER, Maureen	Office Assistant	01.0-00000.0-00000-72000-2430-7450000		36-VI	C	06-15-23	06-29-23	Emerson Elementary
YEE, Terri	User Support Specialist	01.0-00000.0-00000-77000-2440-7731000		54-V	A	04-01-20	04-30-20	Technology Services
Election – Summer School								
CAMPBELL, Amber	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-VI	D	06-05-23	07-07-23	Bret Harte Elementary
CUEVAS, Larisa	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-VI	D	06-05-23	07-13-23	Burroughs High School
GABRIELYAN, Teresa	Paraeducator – Special Education	01.0-65000.0-57602-11100-2130-5480000		38-II	D	06-05-23	07-07-23	Bret Harte Elementary
HERRERA, Maria Elena	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-VI	D	06-05-23	07-07-23	Bret Harte Elementary
HUFF, Jacob	Campus Supervisor – Elementary	01.0-65000.0-57602-83000-2230-5480000		35-V	D	06-05-23	07-07-23	Bret Harte Elementary

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Summer School (Continued)								
MACIEL-BROWN, Joan Marie	Paraeducator - Health Care	01.0-65000.0-57601-11908-2130-5480000		41-V	D	06-14-23	06-21-23	Bret Harte Elementary
MACIEL-BROWN, Joan Marie	Paraeducator - Health Care	01.0-65000.0-57601-11908-2130-5480000		41-V	D	06-12-23	07-07-23	Bret Harte Elementary
MORALES, Kimberly	Paraeducator – Severe Behavior II	01.0-65000.0-57601-11100-2130-5178000		47-IV	D	06-05-23	06-15-23	Magnolia Park adjustment of dates
PENG, Lesley	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-I	D	06-05-23	07-07-23	Bret Harte Elementary
RODRIGUEZ, Daisy	Behavior Intervention Assistant	01.0-65000.0-57601-11905-2130-5480000		45-III	D	06-05-23	07-07-23	Bret Harte Elementary
Election – Student Helpers								
BURELL, Ella	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
BURELL, Ella	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
BURELL, Ella	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
FRENCH, Amanda	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
FRENCH, Amanda	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
FRENCH, Amanda	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
GUZMAN, Robert	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
GUZMAN, Robert	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
GUZMAN, Robert	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
HUIZAR, Alejandra	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
HUIZAR, Alejandra	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
HUIZAR, Alejandra	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education

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Election – Student Helpers (Continued)								
JAROONVITTAYA, Suthasini	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
JAROONVITTAYA, Suthasini	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
JAROONVITTAYA, Suthasini	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
KOFMAN, Benjamin	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
KOFMAN, Benjamin	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
KOFMAN, Benjamin	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
MARTINEZ, Cristopher	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-20-23	06-30-23	Special Education
MARTINEZ, Cristopher	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
MARTINEZ, Cristopher	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
OLSHANSKY, Anthony	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
OLSHANSKY, Anthony	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
OLSHANSKY, Anthony	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
REYES, Dulce	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
REYES, Dulce	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
REYES, Dulce	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
RIOS, Joshua	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
RIOS, Joshua	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
RIOS, Joshua	YETP Student Worker	01.0-65200.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
SALCEDO, Tori	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
SALCEDO, Tori	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Student Helpers (Continued)								
SMITH, Maresa	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	06-01-23	06-30-23	Special Education
SMITH, Maresa	YETP Student Worker	01.0-58100.0-57602-11100-2933-7440000		15.50	F	07-01-23	06-30-24	Special Education
Election – Walk on Coach								
AHMED, Shaheen	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		112.00	F	06-01-23	06-30-23	Burbank High School
BELTRAN, Daisy	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		112.00	F	06-01-23	06-30-23	Burbank High School
CASTRO, Bernardo	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		15.50	F	08-06-22	08-31-22	Burroughs High School
CICCONE, Anthony	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		112.00	F	06-01-23	06-30-23	Burbank High School
CICCONE, Anthony	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.50	F	06-01-23	06-30-23	Burbank High School
COFFEY, Evelyn	Short Term Performance Arts	01.0-90904.0-17006-41002-2171-4328100		15.50	F	02-01-23	05-31-23	Burroughs High School
Election – Walk on Coach (Continued)								
CROW, Kerry	Short Term Athletic	01.0-00000.0-15001-42000-2171-4320000		15.50	F	02-01-23	04-28-23	Burroughs High School
ESHELMAN, Tighe	Short Term Athletic	01.0-00000.0-15001-42000-2171-4310000		15.50	F	04-01-23		Burbank High School
ESHELMAN, Tighe	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.50	F	06-01-23	06-30-23	Burbank High School
FABIAN, Jacob	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		112.00	F	06-01-23	06-30-23	Burbank High School
GARCIA, Andrew	Short Term Performing Arts	01.0-90904.0-17011-41000-2171-4318100		15.50	F	06-01-23	06-30-23	Burbank High School
GOLBEDAGHIAN, Antoni	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		201.00	F	06-01-23	06-30-23	Burbank High School
HADDAD, John Maxfield	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.50	F	06-01-23	06-30-23	Burbank High School
HAMANAKA, Glenn	Short Term Athletic	01.0-90904.0-15001-42000-2171-4320000		15.50	F	06-01-23	6-30-23	Burroughs High School
HAMANAKA, Glenn	Short Term Athletic	01.0-90904.0-15001-42000-2171-4320000		15.50	F	07-01-23	08-04-23	Burroughs High School

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Election – Walk on Coach (Continued)								
HART, Robert	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		201.00	F	06-01-23	06-30-23	Burbank High School
HART, Robert	Short Term Athletic	01.0-90201.0-15001-42000-2171-4318702		15.50	F	06-01-23	06-30-23	Burbank High School
MATEO, Mason	Short Term Performing Arts	01.0-90904.0-38000-10000-1130-4328000		15.00	F	10-01-22	12-16-22	Burroughs High School
MILLER, Stewart	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		201.00	F	06-01-23	06-30-23	Burbank High School
NEWTON, Mark	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		112.00	F	06-01-23	06-30-23	Burbank High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.50	F	07-01-23	07-31-23	Burroughs High School
ORTEGA-JENNISON, Martin	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.50	F	06-01-23	06-30-23	Burroughs High School
SANCHEZ, Melissa	Short Term Athletic	01.0-00000.0-15001-42002-2171-4310000		201.00	F	06-01-23	06-30-23	Burbank High School
SULLIVAN, Sabrina	Short Term Athletic	01.0-90904.0-15001-42000-2171-4320000		15.50	F	06-01-23	06-30-23	Burroughs High School
SULLIVAN, Sabrina	Short Term Athletic	01.0-90904.0-15001-42000-2171-4328100		15.50	F	07-01-23	08-04-23	Burroughs High School
WATANGA, Raymond	Short Term Athletic	01.0-90904.0-15001-42000-2171-4318100		15.50	F	06-01-23	06-30-23	Burbank High School
Mileage Reimbursement								
CALVO, Karlos	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
DUARTE, Ignacio	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
FLYNN, Lydia	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-IV	A	07-01-23	06-30-24	Technology Services
GARABIGIE, Gagik	Systems Analyst	01.0-00000.0-00000-77000-5210-7731000		67-III	A	07-01-23	06-30-24	Technology Services
HERNANDEZ, Bryan	Network Analyst	01.0-00000.0-00000-77000-5210-7731000		67-III	A	07-01-23	06-30-24	Technology Services

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Name	Position	Program/Site	%Time FTE	Range & Step	Basis	Effective Date	Ending Date	Remarks
Mileage Reimbursement (Continued)								
KONSTANTINE, Alexander	Instructional Technology Media Specialist	01.0-26000.0-11100-10000-5220-7429000		42-VI	D	06-05-23	07-13-23	Instructional Services
KUROWSKI, Joshua	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
LEPATAN, Paul	Lead Technology Support Specialist	01.0-00000.0-00000-77000-5210-7731000		61-VI	A	07-01-23	06-30-24	Technology Services
LING, Andrew	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
LOPEZ, Ismael	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
SALEH, Fred	Technology Support Specialist II	01.0-00000.0-00000-77000-5210-7731000		60-VI	A	07-01-23	06-30-24	Technology Services
VAZIRANI, Archana	Information Technology Systems Analyst	01.0-00000.0-00000-77000-5210-7731000		63-VI	A	07-01-23	06-30-24	Technology Services
VONK, Rick	Director of Information Technology and Education Support	01.0-00000.0-00000-77000-5210-7731000		A-7	A	07-01-23	06-30-24	Technology Services
YEE, Theresa	User Support Specialist	01.0-00000.0-00000-77000-5210-7731000		54-VI	A	07-01-23	06-30-24	Technology Services

Signature Saida Valdez

Title: Director, Human Resources Services

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BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

Printed between 05/23/2023 & 06/26/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
23000295	CITY OF BURBANK	C/O 1: INCREASE BY $9,000; 2022-23 BLANKET ORDER; GASOLINE FOR MAINTENANCE VEHICLES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$54,000.00
23000313	WAXIE SANITARY SUPPLY	C/O 3: INCREASE BY $27,000.00; 2022-23 BLANKET ORDER; CUSTODIAL SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS; OMNIA PB CONTRACT #202329-01	FACILITIES PLANNING SERVICES	010	$352,000.00
23000344	AMAZON CAPITAL SERVICES	C/O 2: INCREASE BY $500.00; 2022-23 BLANKET ORDER; OFFICE SUPPLIES	FISCAL SERVICES	010	$3,500.00
23000379	AMAZON CAPITAL SERVICES	C/O 1: REVISE PRICE; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$3,709.47
23000400	HYDRAULIC INDUSTRIAL PLUMBING SUPPLY	C/O 1: INCREASE BY $2,000.00: 2022-23 BLANKET ORDER; PLUMBING SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$39,000.00
23000423	KELLY PAPER	C/O 3: INCREASE BY $6,700.00; 2022-23 BLANKET ORDER; PRINT CENTER SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$21,700.00
23000483	GOLD STAR FOODS	C/O 2: INCREASE BY $100,000.00: 2022-23 BLANKET ORDER; STOCK FOOD ITEMS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$1,600,000.00
23000546	P & R PAPER SUPPLY COMPANY	C/O 1: INCREASE BY $20,000.00; 2022-23 BLANKET ORDER; CAFETERIA SUPPLIES & PAPER GOODS; SAN GABRIEL VALLEY FOOD SERVICES CO-OP RFP; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$170,000.00
23001010	THE HOME DEPOT F/K/A SUPPLYWORKS	C/O 3: INCREASE BY $1,000.00; 2022-23 BLANKET ORDER; REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$9,500.00
23001177	GOLDEN RULE SIGNS LLC	C/O 1: ADD CELL MODEM AND LIFETIME DATA PLAN; 2223-006 FURNISH AND INSTALL MARQUEE SIGN AT EDISON ES; GIFT FUNDS	EDISON ELEMENTARY	010	$39,730.94
23001535	BOYS & GIRLS CLUB OF BURBANK	C/O 4: INCREASE BY $6,839.00 & REVISE ACCOUNT STRINGS; 2022-23 AGREEMENT; ASES PROGRAM; ASES FUNDS; BOARD APPROVED 10/20/22	INSTRUCTIONAL SERVICES	010	$518,792.00
23001724	PROTOCOL AGENCY, INC.	C/O 3: INCREASE BY $60,000.00 - BD 5/4/23; PROFESSIONAL SERVICES; NURSING STAFF; ESSER III, ELO ESSER II, AND ELO ESSER III FUNDS; BOARD APPROVED 8/18/22	INSTRUCTIONAL SERVICES	010	$910,000.00
23001841	ROOTED LEADERSHIP LLC	C/O 1: INCREASE BY $ 3,625 - BD 6/1/23; CONSULTANT AGREEMENT; DIVERSITY, EQUITY AND INCLUSION; LCFF SUPPLEMENTAL FUNDS; BOARD APPROVED 10/6/22	INSTRUCTIONAL SERVICES	010	$28,625.00

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23001955	GARY D STROMBERG & ASSOCIATES LLC	C/O 1: INCREASE BY $ 9717.50 - BD 5/18/23; PROFESSIONAL SERVICES; CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/20/22	SPECIAL EDUCATION	010	$88,237.50
23002155	SPEDEX CONSULTING LLC	C/O 4: INCREASE BY $1,350.00 - BD 5/18/23; CONSULTANT AGREEMENT; INTERIM DIRECTOR OF SPECIAL EDUCATION; SPECIAL EDUCATION FUNDS; BOARD APPROVED 10/20/22	SPECIAL EDUCATION	010	$183,350.00
23002367	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ITEM; CLASSROOM SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$174.25
23002639	COSCO FIRE PROTECTION INC	C/O 2; RE-OPEN PO; FIRE ALARM REPAIRS AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,885.00
23002763	AMAZON CAPITAL SERVICES	C/O 1: REVISE PRICE ON ITEM; CLASSROOM SUPPLIES	INDEPENDENT LEARNING ACADEMY (ILA)	010	$33.81
23002981	QUEST THERAPY GROUP	C/O 1: INCREASE BY $26,185.50; PROFESSIONAL SERVICES; BEHAVIORAL INTERVENTION; SPED-IDEA ARP; BOARD APPROVED 1/19/23	SPECIAL EDUCATION	010	$175,536.00
23003036	MACKIN EDUCATIONAL RESOURCES	C/O 1: REVISE TOTAL; BOOKS; GIFT FUNDS	DISNEY ELEMENTARY	010	$827.32
23003239	US BANK NATIONAL ASSOCIATION	C/O 1: ADD SHIPPING COST; EQUIPMENT REPAIR	TECHNOLOGY SERVICES	010	$313.52
23003345	GARY D STROMBERG & ASSOCIATES LLC	C/O 1: INCREASE BY $ 27,300; PROFESSIONAL SERVICES; SLPA SUPPORT AND ASSESSMENT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 2/16/23	SPECIAL EDUCATION	010	$60,255.00
23003561	LINE 204, LLC	C/O 1: ADD MORE CHAIRS; FURNITURE RENTAL FOR GRADUATION	INSTRUCTIONAL SERVICES	010	$2,643.75
23003617	JOSTENS, INC.	C/O 1: INCREASE BY $90.39; DIPLOMAS; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$450.04
23003766	AMAZON CAPITAL SERVICES	C/O 2: REMOVE RETURN SHIPPING COST; CLASSROOM EQUIPMENT	DOLORES HUERTA MIDDLE SCHOOL	010	$551.53
23003832	CENGAGE LEARNING	C/O 1: TAX SHIPPING; BOOKS; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$8,083.59
23004012	TOTAL CORPORATE SECURITY LLC	C/O 1: INCREASE BY $725.00; SECURITY SERVICES	INSTRUCTIONAL SERVICES	010	$3,335.00
23004062	AMPLE POWER	C/O 1: INCREASE TO MATCH INVOICE; EQUIPMENT RENTALS; GIFT FUNDS	STEVENSON ELEMENTARY	010	$898.00
23004203	SWEETWATER SOUND INC	C/O 1: TRANSFER ITEMS TO 23-24; CLASSROOM SUPPLIES; ARTS FOR ALL FUNDS	BURBANK HIGH SCHOOL	010	$200.38
23004222	GRAYBAR	TECHNOLOGY SUPPLIES; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$3,996.76
23004426	CENGAGE LEARNING	C/O 1: TAX SHIPPING; BOOKS; ADULT ED GENERAL APPORTIONMENT	BURBANK ADULT SCHOOL	110	$6,985.44

BOARD DETAIL REPORT

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23004436	AMAZON CAPITAL SERVICES	C/O 1: RE-ORDER ITEMS; CLASSROOM SUPPLIES; PERKINS GRANT	BURBANK HIGH SCHOOL	010	$2,213.08
23004437	BOOTCHK, ERICA	C/O 1: REDUCE BY $126.58; REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$329.69
23004468	VITAL RECORDS CONTROL	C/O 1: INCREASE BY $200.00; 2022-2023 BLANKET ORDER; DOCUMENT SHREDDING SERVICES	JOHN BURROUGHS HIGH SCHOOL	010	$700.00
23004483	AMAZON CAPITAL SERVICES	C/O 2: REPLACE ITEM; CLASSROOM SUPPLIES; ELOP FUNDS	WASHINGTON ELEMENTARY	010	$2,127.32
23004485	ULINE - Attn: ACCOUNTS RECEIVABLES	FURNITURE	DOLORES HUERTA MIDDLE SCHOOL	010	$1,667.46
23004517	GOLDEN RULE SIGNS LLC	C/O 1: CANCEL ORDER; COMMUNICATIONS EQUIPMENT; GIFT FUNDS	EDISON ELEMENTARY	010	$2,915.00
23004555	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: RETURN ITEM; OFFICE SUPPLIES	BUSINESS OFFICE	010	$60.62
23004577	HOWARD, CATHY	REIMBURSEMENT TO TEACHER FOR CLASSROOM AND INSTRUCTIONAL SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$62.08
23004578	YEPREMYAN, ANNE	REIMBURSEMENT TO PARENT FOR STUDENT NOT ATTENDING OSS; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$260.00
23004579	ROSALES, PEGGY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$108.23
23004580	ROTHACHER, LYNN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$108.35
23004581	MINASSIANS, ALEX	REIMBURSEMENT TO LIBRARIAN FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$154.64
23004582	JUNG, GRACE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	WASHINGTON ELEMENTARY	010	$199.32
23004583	CLARK, KARA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CTE UNRESTRICTED FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$202.60
23004584	NIELSEN, JANELLE	REIMBURSEMENT TO PARENT FOR FLOWERS AND PARKING; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$420.00
23004585	STOCKTON, STEPHANIE	REIMBURSEMENT TO TREASURER FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$1,487.62
23004586	UME FEDERAL CREDIT UNION	TECHNOLOGY SUPPLIES; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$73.17
23004587	MNATSAKANYAN, NAIRA	REIMBURSEMENT TO PARENT FOR FLOWERS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$218.50
23004588	T-MOBILE	COMMUNICATION EQUIPMENT	TECHNOLOGY SERVICES	010	$6,945.64
23004589	GROGAN-COLLAZOS, TRACY	SOFTWARE LICENSE; LOTTERY FUNDS	BURBANK HIGH SCHOOL	010	$150.00
23004590	EMS LINQ INC	SOFTWARE LICENSE; CHILD NUTRITION SCHOOL PROGRAM FUNDS	FOOD SERVICES	130	$32,183.83
23004591	WILTSHIRE, SARA	REIMBURSEMENT TO PARENT FOR CLASSROOM SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$341.48

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004592	COUNTY OF LOS ANGELES PUBLIC HEALTH	ENVIRONMENTAL HEALTH PERMITS FOR BHS & JBHS SWIMMING POOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$1,344.00
23004593	BADDERS, RANDALL	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$48.48
23004594	HOLLAND, MICHELLE	CONSULTANT AGREEMENT; CULINARY ARTS; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/18/23	MAGNOLIA PARK	010	$1,500.00
23004595	KNOOP, KENNETH	REIMBURSEMENT TO PRINCIPAL FOR STUDENT AWARDS	DOLORES HUERTA MIDDLE SCHOOL	010	$203.96
23004596	MCNULTY, MEGAN	REIMBURSEMENT TO CONSULTANT FOR SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$61.28
23004597	EATON, ELIZABETH	REIMBURSEMENT TO CONSULTANT FOR SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$41.04
23004598	CHAN, ELLEN	REIMBURSEMENT TO FUDRAISING COMMITEE VOLUNTEER FOR OFFICE SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$30.25
23004600	AZTEC SOFTWARE, LLC	SOFTWARE LICENSES; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 6/15/23	BURBANK ADULT SCHOOL	110	$8,998.80
23004601	KREISBERG, ROBYN	CONSTULTANT AGREEMENT; MUSIC INSTRUCTION; GIFT FUNDS; BOARD APPROVED 4/20/23	EDISON ELEMENTARY	010	$600.00
23004602	BURCHAM, REBEKAH	REIMBURSEMENT TO PTA FOR GIFTS; GIFT FUNDS	EDISON ELEMENTARY	010	$880.31
23004603	GILMORE, DEBRA LEAVITT	REIMBURSEMENT TO OFFICE MANAGER FOR GRADUATION SUPPLIES	INDEPENDENT LEARNING ACADEMY (ILA)	010	$64.35
23004604	AMTECH ELEVATOR SERVICES	BATTERY REPLACEMENT AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$910.53
23004605	FUHR, AMY	REIMBURSEMENT TO VOLUNTEER FOR GIFTS; GIFT FUNDS	EDISON ELEMENTARY	010	$18.59
23004606	ELLIOTT, JEANETTE	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CONTINUATION EDUCATION FUNDS	MONTEREY HIGH SCHOOL	010	$83.78
23004607	FROELICH, KELLY	REIMBURSEMENT TO FUNDRAISING COMMITTEE PRESIDENT FOR GIFTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$233.50
23004608	ALEMAN, RICHERE	REIMBURSEMENT TO SCHOOL NURSE FOR HEALTH SUPPLIES	MUIR MIDDLE SCHOOL	010	$14.52
23004609	MATAS, DOMINIC	CONSTULTANT AGREEMENT; CHOREOGRAPHY FOR MD CHOIRS; GIFT FUNDS; BOARD APPROVED 5/18/23	DOLORES HUERTA MIDDLE SCHOOL	010	$10,000.00
23004611	ETTERBEEK, BRENDA	REIMBURSEMENT TO VOLUNTEER FOR EVENT SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$504.27
23004612	TEVAULT, VANESSA	REIMBURSEMENT TO PTA PRESIDENTFOR GIFTS; GIFT FUNDS	EDISON ELEMENTARY	010	$421.95
23004613	SAMANTHA SHERDEL	CONSULTANT AGREEMENT; REPTILE SHOW; GIFT FUNDS; BOARD APPROVED 4/20/23	MILLER ELEMENTARY	010	$2,065.00

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23004614	FU, YIFAN	REIMBURSEMENT TO PARENT VOLUNTEER FOR GARDENING SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$34.09
23004615	REFRIGERATION SUPPLIES DIST	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,829.06
23004616	JOSTENS, INC.	DIPLOMAS	INDEPENDENT LEARNING ACADEMY (ILA)	010	$491.63
23004617	COMMERCIAL DOOR OF LOS ANGELES COUNTY	TROUBLE SHOOT AND REPAIR GATE AT DISTRICT SERVICE CENTER; ON-GOING AND MAJOR MAINTENANCE REPAIRS	FACILITIES SERVICES	010	$693.50
23004618	SOHN-LIM, JENNIFER	REIMBURSEMENT TO COUNSELOR FOR GRADUATION SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$186.71
23004619	BALLS AND WHISTLES DBA AMAZING ATHLETES	CONSULTANT AGREEMENT; SPORTS ACTIVITIES; ELOP FUNDS; BOARD APPROVED 5/18/23	CHILD DEVELOPMENT SERVICES	010	$5,625.00
23004620	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 1/19/23	JEFFERSON ELEMENTARY	010	$10,000.00
23004621	HIGHTOUCH HIGHTECH INC	CONSULTANT AGREEMENT; SCIENCE INSTRUCTION; GIFT FUNDS; BOARD APPROVED 2/16/23	MILLER ELEMENTARY	010	$6,587.50
23004622	SILVA, JOSEFINA (PEPITA)	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$99.26
23004623	SHALTS, RACHEL	REIMBURSEMENT TO SPEECH PATHOLOGIST FOR STUDENT AWARDS; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$132.02
23004624	LAPERRIERE, MARIA	REIMBURSEMENT TO PARENT FOR FIELD DAY SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,024.24
23004625	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO OFFICE MANAGER FOR BOOKS; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$536.42
23004626	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$120.65
23004627	BOX CARS AND ONE-EYED JACKS, INC	CONSULTANT AGREEMENT; FAMILY NIGHT WORKSHOP; TITLE I FUNDS; BOARD APPROVED ON 3/2/23	MILLER ELEMENTARY	010	$2,880.00
23004628	POTAPENKO, ALEX	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$236.12
23004629	ROBMAN, SAMANTHA	REIMBURSEMENT TO TEACHER FOR FOOD; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$293.86
23004630	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; CHILD DEVELOPMENT FUNDS; BOARD APPROVED 5/18/23	CHILD DEVELOPMENT SERVICES	120	$3,125.00
23004631	AMAZING KID COMPANY	CONSULTANT AGREEMENT; FIELD DAY ACTIVITIES; GIFT FUNDS; BOARD APPROVED 5/4/23	STEVENSON ELEMENTARY	010	$1,010.00
23004632	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE INSTRUCTION; ELOP FUNDS; BOARD APPROVED 5/18/23	CHILD DEVELOPMENT SERVICES	010	$1,500.00

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23004633	EDGE GAIN LTD	CONSULTANT AGREEEMENT; ADOBE TRAINING COURSE FOR TEACHERS; CTE FUNDS; BOARD APPROVED 4/20/23	INSTRUCTIONAL SERVICES	010	$37,500.00
23004634	GARLAND/DBS INC	FACILITIES REPAIR MATERIALS; CMAS CONTRACT; ON-GOING AND MAJOR MAINTENANCE FUNDS; BOARD APPROVED 4/30/23	FACILITIES SERVICES	010	$235,916.72
23004635	DE ARMENDI, MOLLYE	REIMBURSEMENT TO COMMITEE MEMBER FOR EVENT SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$109.71
23004636	GERHARTER, DARLA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	PROVIDENCIA ELEMENTARY	010	$76.16
23004637	LALICATA, TRACI	CONSULTANT AGREEMENT; POTTERY CLASSES; GIFT FUNDS; BOARD APPROVED 4/20/23	JEFFERSON ELEMENTARY	010	$1,400.00
23004638	DUFFIELD, REBECCA	CONSULTANT AGREEMENT; PHOTOGRAPHY LESSONS; GIFT FUNDS; BOARD APPROVED 3/16/23	JEFFERSON ELEMENTARY	010	$1,650.00
23004639	ZAKARIAN, VIVIAN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; MAA FUNDS	EMERSON ELEMENTARY	010	$99.21
23004640	CALIFORNIA WEEKLY EXPLORER, INC.	C/O 1: INCREASE BY $280.00; CONSULTANT AGREEMENT; INTERACTIVE PRESENTATION; GIFT FUNDS; BOARD APPROVED 12/15/22	STEVENSON ELEMENTARY	010	$3,079.96
23004641	PAPE MATERIAL HANDLING INC.	WAREHOUSE FORKLIFT INSPECTION AND REPAIR; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,337.15
23004642	AIR CONDITIONING SOLUTIONS INC.	REPLACE LEAKING OIL PUMP FOR AIR COOLED CHILLER AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,809.00
23004643	COMMERCIAL DOOR OF LOS ANGELES COUNTY	FURNISH AND INSTALL NEW LIFTMASTER SL-585 GATE OPERATOR(S) FOR GATES AT FACILITIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,200.00
23004644	COMMERCIAL DOOR OF LOS ANGELES COUNTY	REPAIR GATE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,500.00
23004645	SITEONE LANDSCAPE SUPPLY, LLC	CELLULAR UPGRADE FOR IRRIGATION EGI CONTROLLERS AT VARIOUS LOCATIONS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,502.85
23004646	RELIABLE FLOOR COVERING, INC	REMOVE AND REPLACE FLOORING AT BURBANK HIGH SCHOOL ATTENDANCE OFFICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$6,919.00
23004647	THE POCKETLAB	SCIENCE EQUIPMENT AND SOFTWARE LICENSES; GIFT FUNDS; BOARD APPROVED 6/15/23	DOLORES HUERTA MIDDLE SCHOOL	010	$5,022.98
23004648	MOENCH, JOCELYN	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$107.06

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004650	BUSD FOOD SERVICES	FOOD FOR EVENT; GIFT FUNDS	EDISON ELEMENTARY	010	$44.10
23004651	CLIFTONLARSONALLEN LLP	CONSULTANT AGREEMENT; FISCAL AGENT; ADULT EDUCATION-BLOCK GRANT; BOARD APPROVED 1/19/23	BURBANK ADULT SCHOOL	110	$50,000.00
23004652	WALTER, MARTHA	REIMBURSEMENT TO PRINCIPAL FOR FOOD	BRET HARTE ELEMENTARY	010	$60.43
23004653	AMAZON CAPITAL SERVICES	FURNITURE	WAREHOUSE	010	$1,681.54
23004654	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$103.64
23004656	VITAL RECORDS CONTROL	2022-2023 BLANKET ORDER; DOCUMENT SHREDDING SERVICES	MC KINLEY ELEMENTARY	010	$76.00
23004657	AMAZON CAPITAL SERVICES	PRINT SHOP SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$56.22
23004658	HERNANDEZ, DOROTHY	REIMBURSEMENT TO SITE COORDINATOR FOR CLASSROOM SUPPLIES; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$30.96
23004659	RALUY MARTINEZ, LISA	CONSULTANT AGREEMENT; COOKING CLASSES; ELOP FUNDS; BOARD APPROVED 5/18/23	CHILD DEVELOPMENT SERVICES	010	$1,300.00
23004660	RIOS, MARTHA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	DOLORES HUERTA MIDDLE SCHOOL	010	$38.96
23004661	HIGHTOUCH HIGHTECH INC	CONSULTANT AGREEMENT; SCIENCE INSTRUCTION; ELOP FUNDS; BOARD APPROVED 5/185/23	INSTRUCTIONAL SERVICES	010	$3,024.00
23004662	BOYS & GIRLS CLUB OF BURBANK	CONSULTANT AGREEMENT; SUMMER CHILDCARE PROGRAM; ELOP FUNDS; BOARD APPROVED 3/2/23	INSTRUCTIONAL SERVICES	010	$64,000.00
23004663	LOPEZ, CORIELLE	REIMBURSEMENT TO OFFICE MANAGER FOR FOOD FOR EVENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$75.09
23004664	PUMPIAN-MINDLIN, ILYA	REIMBURSEMENT TO OFFICE MANAGER FOR BOOKS; ADULT ED GENERAL APPORTIONMENT AND ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$1,258.21
23004665	POTAPENKO, ALEX	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$140.77
23004666	JUNIOR LIBRARY GUILD	BOOKS	MUIR MIDDLE SCHOOL	010	$991.37
23004667	PRINT & FINISHING SOLUTIONS	PRINT SHOP SUPPLIES; DISTRICT PRINT SHOP FUNDS	FACILITIES SERVICES	010	$31.88
23004668	AIR CONDITIONING SOLUTIONS INC.	SERVICE CALL TO CHECK ON THE AIR CHILLED COOLER AT JBHS AUDITORIUM; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$414.00
23004669	COUNTY OF LOS ANGELES, DEPT OF PUBLIC HEALTH	SWIMMING POOL TECHNICIAN FEES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES PLANNING SERVICES	010	$201.13
23004670	BOOTCHK, ERICA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$126.58
23004671	FLORES, JENNIFER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	EDISON ELEMENTARY	010	$192.85

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23004672	MANASH, EDWARD	REIMBURSEMENT TO PARENT VOLUNTEER FOR EVENT GIFT CARDS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$628.04
23004673	NGUYEN-GRAFF, DOROTHY	REIMBURSEMENT TO PARENT VOLUNTEER FOR FOOD FOR EVENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$269.85
23004674	WAKEFIELD, MELISSA	REIMBURSEMENT TO PARENT VOLUNTEER FOR FOOD FOR EVENT; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$175.52
23004675	STOCKTON, STEPHANIE	REIMBURSEMENT TO JFC TREASURER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$257.43
23004676	MCGUIRE, AMY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$182.38
23004677	FIRE SERVICE CORP dba PATRIOT FIRE PROTECTION	ANNUAL CLEANING OF KITCHEN HOODS AT VARIOUS SCHOOL SITES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,950.00
23004678	COLLINS, ERIKA	REIMBURSEMENT TO PARENT FOR EVENT ARRANGEMENTS; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$639.78
23004679	BOGHOZIAN, ALIS	REIMBURSEMENT TO PARENT FOR EVENT SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$38.17
23004680	LUDWICK, BRIAN	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$35.90
23004681	LEWIS EVENTS	CONSULTANT AGREEMENT; ON CAMPUS FIELD TRIP; GIFT FUNDS; BOARD APPROVED 4/20/23	MILLER ELEMENTARY	010	$2,040.50
23004682	GARRI DANCE STUDIO	CONSULTANT AGREEMENT; DANCE CLASSES; GIFT FUNDS; BOARD APPROVED 2/16/23	MILLER ELEMENTARY	010	$9,000.00
23004683	ROBMAN, SAMANTHA	REIMBURSEMENT TO TEACHER FOR FOOD FOR TRAINING; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$78.95
23004684	SEDRAKYAN, ELLEN	REIMBURSEMENT TO FUNDRAISING CHAIR FOR FIELD TRIP; GIFT FUNDS	EMERSON ELEMENTARY	010	$8,090.59
23004685	KNOOP, KENNETH	REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS	DOLORES HUERTA MIDDLE SCHOOL	010	$95.33
23004686	COHEN, DAVID	REIMBURSEMENT TO TEACHER FOR MOVING SUPPLIES	JOHN BURROUGHS HIGH SCHOOL	010	$132.23
23004687	NASSIM, WAHIBA	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; ADULT ED GENERAL APPORTIONMENT FUNDS	BURBANK ADULT SCHOOL	110	$123.94
23004688	SNOWDEN-FROST, DAWN	REIMBURSEMENT TO TEACHER FOR SOFTWARE LICENSE; BOARD APPROVED 6/16/22	JOHN BURROUGHS HIGH SCHOOL	010	$149.99
23004689	SMARDAN SUPPLY BURBANK	PLUMBING SUPPLY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,296.60
23004690	TIMBERLAKE, HEATHER	REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$68.94
23004691	MANASH, PENNY	REIMBURSEMENT TO PARENT FOR PROMOTION SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$104.34
23004692	VARGAS, WENDY	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$417.46
23004693	LOYD, MARILYN	REIMBURSEMENT TO FFS PRESIDENT FOR SUPPLIES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$88.61

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23004694	LOYD, MARILYN	REIMBURSEMENT TO FFS PRESIDENT FOR SUBSCRIPTION; GIFT FUNDS	STEVENSON ELEMENTARY	010	$27.00
23004695	INCLUSIVE EDUCATION & COMMUNITY	PROFESSIONAL SERVICES; INCLUSION SUPPORT; SPECIAL EDUCATION FUNDS; BOARD APPROVED 5/18/23	SPECIAL EDUCATION	010	$8,835.00
23004696	VITAL RECORDS CONTROL	2022-2023 BLANKET ORDER; DOCUMENT SHREDDING SERVICES; GIFT FUNDS	ROOSEVELT ELEMENTARY	010	$200.00
23004697	MILLER, GREG	REIMBURSEMENT TO PINRCIPAL FOR FOOD FOR EVENT; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$2,133.24
23004698	DRIFTWOOD DAIRY	FOOD	JOHN BURROUGHS HIGH SCHOOL	010	$151.70
23004699	MCGEE, MARCIA	C/O 1: REVISE ACCOUNT STRING; REIMBURSEMENT TO SITE COORDINATOR FOR FOOD; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$102.25
23004700	DEL RIO, ERICA	C/O 1: REVISE ACCOUNT STRING; REIMBURSEMENT TO TEACHER FOR FOOD; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$48.96
23004701	RALUY MARTINEZ, LISA	REIMBURSEMENT TO TEACHER FOR FOOD; GIFT FUNDS	LUTHER BURBANK MIDDLE SCHOOL	010	$319.47
23004702	COSTELLA, LIZ	REIMBURSEMENT TO PRINCIPAL FOR FOOD; GIFT FUNDS	MC KINLEY ELEMENTARY	010	$601.72
23004703	LAPERRIERE, MARIA	REIMBURSEMENT TO PTA VICE PRESIDENT FOR CUSTOM CLOTHING; GIFT FUNDS	STEVENSON ELEMENTARY	010	$341.63
23004704	H.L. MOE CO., INC.	JETTING SERVICE FOR MCKINLEY ELEMENTARY; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$997.90
23004705	REFRIGERATION SUPPLIES DIST	FACILITY REPAIR MATERIAL	FACILITIES SERVICES	010	$1,487.98
23004706	REFRIGERATION SUPPLIES DIST	HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,547.25
23004707	REFRIGERATION SUPPLIES DIST	HVAC SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,372.22
23004708	MILLER, GREG	REIMBURSEMENT TO PRINCIPAL FOR STUDENT AWARDS	MUIR MIDDLE SCHOOL	010	$61.19
23004709	CELAYA, CATHERINE	REIMBURSEMENT TO ASSISTANT PRINCIPAL FOR FOOD & SUPPLIES; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$2,293.95
23004710	BURTON, MELISSA	REIMBURSEMENT TO PARENT FOR GARDENING SUPPLIES	MUIR MIDDLE SCHOOL	010	$147.90
23004711	SHERMAN, TARA	REIMBURSMENT TO TEACHER FOR CLASSROOM SUPPLIES	MUIR MIDDLE SCHOOL	010	$77.87
23004712	US BANK NATIONAL ASSOCIATION	SOFTWARE LICENSE; BOARD APPROVED 6/16/23	TECHNOLOGY SERVICES	010	$96.00
23004713	CAMPBELL, RACHELL	REIMBURSEMENT TO TEACHER FOR BOOKS	MUIR MIDDLE SCHOOL	010	$44.80
23004714	COYNE, MARIE	REIMBURSEMENT TO TEACHER FOR FIELD TRIP PARKING AND ADMISSION; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$33.00
23004715	SMART & FINAL STORES CORP	2022-2023 BLANKET ORDER; CLASSROOM SUPPLIES FOR SUMMER SCHOOL; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$1,000.00

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23004716	NOGUERA, JUAN	REIMBURSEMENT TO DIRECTOR FOR ADVERTISING; ADULT EDUCATION-BLOCK GRANT	BURBANK ADULT SCHOOL	110	$99.58
23004717	PALI INSTITUTE	OSS ADMISSION FEES; GIFT FUNDS	STEVENSON ELEMENTARY	010	$1,500.00
23004718	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$4,087.50
23004719	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; PCC	JOHN BURROUGHS HIGH SCHOOL	010	$605.00
23004720	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$635.25
23004721	TOOL TIME	FACILITY REPAIR EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$550.14
23004722	GERHARTER, DARLA	REIMBURSEMENT TO TEACHER FOR FOOD; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$82.17
23004723	SCHMIDT, HANK	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES	BURBANK HIGH SCHOOL	010	$99.20
23004724	TRANSIT SYSTEMS UNLIMITED, INC	STUDENT TRANSPORTATION; ATHLETICS	JOHN BURROUGHS HIGH SCHOOL	010	$1,270.50
23004725	SUNBELT CONTROLS INC	TROUBLESHOOT AIR CONDITIONING UNIT IN MAIN OFFICE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$910.00
23004726	GEORGIA TIME RECORDER INC	OFFICE EQUIPMENT REPAIR; ON-GOING AND MAJOR MAINTENCE FUNDS	FACILITIES SERVICES	010	$191.07
23004727	KINETIC LIGHTING INC	AUDITORIUM LIGHTING SYSTEM REPAIR; GIFT FUNDS	MUIR MIDDLE SCHOOL	010	$600.00
23004728	BURISH, SHELLY	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; TITLE I FUNDS	MUIR MIDDLE SCHOOL	010	$85.40
23004729	LINE 204, LLC	FURNITURE RENTAL FOR GRDUATION	JOHN BURROUGHS HIGH SCHOOL	010	$2,480.61
23004730	REFRIGERATION SUPPLIES DIST	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$618.41
23004731	TIME AND ALARM SYSTEMS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$2,260.84
23004732	TRULITE	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$44.89
23004733	TOPALIAN, TALAR	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR FOOD; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$22.79
23004734	CULBERTSON, JENNIFER	REIMBURSEMEN TO PRINCIPAL FOR FOOD; GIFT FUNDS	PROVIDENCIA ELEMENTARY	010	$62.60
23004735	JONES SCHOOL SUPPLY CO INC	C/O 1: INCREASE BY $55.87; STUDENT AWARDS; TITLE I FUNDS	MILLER ELEMENTARY	010	$110.55
23004736	PRO LINE GYM FLOORS INC.	GYM FLOOR MAINTENANCE AT HUERTA, LUTHER, AND MUIR MIDDLE SCHOOLS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$8,400.00
23004737	US BANK NATIONAL ASSOCIATION	BUS TRANSPORTATION FOR FAMILIES IN TRANSIT; TITLE I FUNDS	Student Services	010	$72.00

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23004738	KNEEBONE, CASI	REIMBURSEMENT TO PARENT FOR FOOD AND PROMOTIONAL SUPPLIES; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$672.96
23004739	DEPARTMENT OF SOCIAL SERVICES	LICENSING FEE; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$726.00
23004740	MILLER, GREG	REIMBURSEMENT TO PIRNCIPAL FOR GARDEN SUPPLIES	MUIR MIDDLE SCHOOL	010	$52.52
23004741	THE MUSIC CENTER	CONSULTANT AGREEMENT; STUDENT ASSEMBLIES; GIFT FUNDS; BOARD APPROVED 7/20/23	EDISON ELEMENTARY	010	$2,300.00
23004742	MCCALLA COMPANY JANITORIAL SUPPLIES	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE SUPPLIES	FACILITIES SERVICES	010	$442.19
23004743	SITEONE LANDSCAPE SUPPLY, LLC	GROUNDS EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$3,093.85
23004744	DeSOTO SALES, INC.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	WASHINGTON ELEMENTARY	010	$86.00
23004745	RELIABLE DELIVERY SERVICE	CONTAINER MOVING SERVICE; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,155.00
23004746	PIONEER CHEMICAL CO	WAREHOUSE MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$7,239.40
23004747	AMAZON CAPITAL SERVICES	C/O 1: ADD SHIPPING FEE; OFFICE SUPPLIES	SUPERINTENDENT ´S OFFICE	010	$52.58
23004748	LINE 204, LLC	FURNITURE RENTAL FOR GRADUATION	BURBANK HIGH SCHOOL	010	$2,734.87
23004750	PROTOCOL AGENCY, INC.	CONSULTANT AGREEMENT; NURSING STAFF; LCFF SUPPLEMENTAL FUNDS; BOARD DATE 6/1/23	INSTRUCTIONAL SERVICES	010	$25,000.00
23004753	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; LICENSED VOCATIONAL NURSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/1/23	SPECIAL EDUCATION	010	$8,500.00
23004754	PROTOCOL AGENCY, INC.	PROFESSIONAL SERVICES; LICENSED VOCATIONAL NURSE; SPECIAL EDUCATION FUNDS; BOARD APPROVED 6/1/23	SPECIAL EDUCATION	010	$8,500.00
23004755	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	CLASSROOM SUPPLIES; ELOP FUNDS	DISNEY ELEMENTARY	010	$44.30
23004756	MARTINEZ, ALLISON	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	MILLER ELEMENTARY	010	$59.68
23004757	CAPSTONE PSYCHOLOGICAL SERVICES	PROFESSIONAL SERVIES; STUDENT EVALUATION; SPED IDEA ARP FUNDS; BOARD APPROVED 6/1/23	SPECIAL EDUCATION	010	$5,500.00
23004758	ACADEMIC ENTERTAINMENT, INC.	CONSULTANT AGREEMENT; SCIENCE PRESENTATION; ELOP FUNDS; BOARD APPROVED 6/15/23	INSTRUCTIONAL SERVICES	010	$3,585.00
23004759	IN THE KILN	CONSULTANT AGREEMENT; ART INSTRUCTION; GIFT FUNDS; BOARD APPROVED 5/4/23	MILLER ELEMENTARY	010	$1,525.50

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004760	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; BAND	JOHN BURROUGHS HIGH SCHOOL	010	$736.25
23004761	LIBRE SCHOOL SERVICES	STUDENT TRANSPORTATION; ASB	JOHN BURROUGHS HIGH SCHOOL	010	$375.00
23004762	SPARKLETTS	WATER; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$24.97
23004763	LRA INTERPRETERS, INC.	CONSULTANT AGREEMENT; INTERPRETING SERVICES; BOARD APPROVED 1/19/23	Student Services	010	$314.00
23004764	ARELLANO, RAZIA	REIMBURSEMENT TO PARENT FOR FOOD; GIFT FUNDS	JEFFERSON ELEMENTARY	010	$278.29
23004765	DIVISION OF THE STATE ARCHITECT	DSA APPLICATION FEES; ADA UPGRADES AT ROOSEVELET ES; BOND FUNDS	FACILITIES SERVICES	210	$9,209.07
23004766	REFRIGERATION HARDWARE SUPPLY CORP	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	Muir Cafeteria	010	$174.66
23004767	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MILLER ELEMENTARY	010	$180.26
23004768	SUNBELT RENTALS, INC.	EQUIPMENT RENTAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MUIR MIDDLE SCHOOL	010	$530.00
23004769	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MILLER ELEMENTARY	010	$322.45
23004770	LOYD, MARILYN	REIMBURSEMENT TO FFS PRESIDENT FOR SUPPLIES, SUBSCRIPTIONS, AND FOOD; GIFT FUNDS	STEVENSON ELEMENTARY	010	$2,006.27
23004771	CATALINA PAINTS	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	MILLER ELEMENTARY	010	$716.61
23004772	SMARDAN SUPPLY BURBANK	FACILITY REPAIR EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$782.10
23004773	TOOL TIME	FACILITY REPAIR EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$550.09
23004774	REFRIGERATION SUPPLIES DIST	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,429.36
23004775	GARLAND/DBS INC	FACILITIES REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$17,443.36
23004776	SOUTHLAND ROOFING INC.	ROOF REPAIR AND RESTORATION AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$168,500.00
23004777	COMMERCIAL DOOR OF LOS ANGELES COUNTY	REPAIR OF PARKING GARAGE GATE AT BURBANK HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,185.22
23004778	US AIR CONDITIONING DISTRIBUTORS	HVAC EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$13,056.91

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004779	ICS SERVICE CO.	EQUIPMENT REPAIR BY VENDOR; ON-GOING AND MAJOR MAINTENANCE FUNDS	EMERSON ELEMENTARY	010	$327.00
23004780	NJP SPORTS INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	DISNEY ELEMENTARY	010	$31.75
23004781	3 WIRE LLC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$829.48
23004782	SHIFFLER EQUIPMENT SALES, INC	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,237.96
23004783	WEBER, KERRI	REIMBURSEMENT TO PARENT FOR SUPPLIES; GIFT FUNDS	BRET HARTE ELEMENTARY	010	$385.13
23004784	MUSCO CORPORATION	REPLACE FIVE (5) LAMPS ON POLE A2 AT JOHN BURROUGHS HIGH SCHOOL BASEBALL FIELD; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$4,404.81
23004785	TARGET SPECIALTY PRODUCTS	FACILITY REPAIR MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$172.69
23004786	TARGET SPECIALTY PRODUCTS	FACILITY REPAIR MATERIALS AND SUPPLIES; UNRESTRICTED MAINTENANCE FUNDS	FACILITIES SERVICES	010	$926.23
23004787	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$68.19
23004788	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$872.50
23004789	FIRST UNITED METHODIST CHURCH BURBANK	REPAIR OF WALL	JEFFERSON ELEMENTARY	010	$155.34
23004790	DE ARMENDI, MOLLYE	REIMBURSEMENT TO FUNDRAISING COMMITTEE FOR FOOD FOR EVENT; GIFT FUNDS	MILLER ELEMENTARY	010	$223.91
23004791	KUBLER, LAURA	REIMBURSEMENT TO CURRICULUM SPECIALIST FOR FOOD FOR EVENT; GIFT FUNDS	MILLER ELEMENTARY	010	$270.68
23004792	AFRO ANIMATION PLUS INC	FOOD; GIFT FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$154.00
23004793	SAFEGUARD BUSINESS SYSTEMS, INC.	BANKING SUPPLIES	BUSINESS OFFICE	010	$857.16
23004794	AMAZON CAPITAL SERVICES	FACILITY REPAIR MATERIALS AND EQUIPMENT; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$571.31
23004795	ADCO ROOFING	ROOF LEAK REPAIR AT MCKINLEY ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$5,980.00
23004796	WRIGHT'S SUPPLY INC	FACILITY REPAIR EQUIPMENT; ON-GOING AND MAJOR MAINTEANANCE FUNDS	FACILITIES SERVICES	010	$761.24
23004797	ICS SERVICE CO.	FACILITY REPAIR MATERIAL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,437.42

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PO Number	Vendor	Description	Site	Fund	Total Amount
23004798	AMS.NET INC	DATA CENTER REFRESH AT THE DISTRICT SERVICE CENTER	TECHNOLOGY SERVICES	213	$563,969.26
23004799	TIME AND ALARM SYSTEMS	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$924.95
23004800	REFRIGERATION SUPPLIES DIST	HVAC SUPPLIES; IN PERSON INSTRUCTION GRANT	FACILITIES SERVICES	010	$338.82
23004801	REFRIGERATION SUPPLIES DIST	HVAC SUPPLIES; IN PERSON INSTRUCTION GRANT	FACILITIES SERVICES	010	$830.98
23004802	NJP SPORTS INC	FACILITY REPAIR MATERIALS; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,793.99
23004803	AERIES SOFTWARE	SOFTWARE LICENSES; TITLE I FUNDS; BOARD APPROVED 6/16/23	MUIR MIDDLE SCHOOL	010	$8,206.00
23004804	AMTECH ELEVATOR SERVICES	ELEVATOR SERVICE CALL AT BRET HARTE ELEMENTARY SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$357.65
23004805	SONRISE ELECTRIC	REPAIR OF LARGE GYM SHOT CLOCK AT JOHN BURROUGHS HIGH SCHOOL; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$685.00
23004806	LACOE- DIV OF CURRICULUM & INSTR SVCS (CIS)	CONFERENCE FEES	MUIR MIDDLE SCHOOL	010	$290.00
23004807	SMARDAN SUPPLY BURBANK	FACILITY EQUIPMENT AND REPAIR SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUNDS	FACILITIES SERVICES	010	$1,628.60
23004808	CHILDS, JENNIFER	REIMBURSEMENT TO TEACHER FOR CLASSROOM SUPPLIES; GIFT FUNDS	CHILD DEVELOPMENT SERVICES	010	$40.72

PO Count: **263** **Total:** **$5,818,141.70**

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BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	243	$3,366,091.63
110	Adult Education Fund	10	$72,522.36
120	Child Development Fund	5	$4,165.55
130	Cafeteria Fund	3	$1,802,183.83
210	Building Fund	1	$9,209.07
213	Building Fund - 3rd Issuance	1	$563,969.26
		Total:	**$5,818,141.70**

BURBANK UNIFIED SCHOOL DISTRICT

BOARD DETAIL REPORT

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000002	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	C/O 1: REDUCE BY $4,000.00; 2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$1,000.00
24000003	FOLLETT SCHOOL SOLUTIONS, INC.	SOFTWARE LICENSE; BOARD APPROVED 5/4/23	INSTRUCTIONAL SERVICES	010	$45,816.60
24000004	AMAZON CAPITAL SERVICES	CANCEL ORDER: FURNITURE; COMMUNITY DAY SCHOOL FUNDS	COMMUNITY DAY SCHOOL	010	$0.01
24000005	AMAZON CAPITAL SERVICES	C/O 1: CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.04
24000006	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.01
24000007	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.01
24000008	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.01
24000009	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.02
24000010	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.03
24000011	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$2,500.00
24000012	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.01
24000013	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.02
24000014	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.02
24000015	AMAZON CAPITAL SERVICES	CANCEL ORDER; CLASSROOM SUPPLIES	EDISON ELEMENTARY	010	$0.02
24000016	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES	INSTRUCTIONAL SERVICES	010	$3,000.00
24000017	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$8,000.00
24000018	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES; CHILD NUTRITION SCHOOL PROGRAM	FOOD SERVICES	130	$2,000.00
24000019	BOYS & GIRLS CLUB OF BURBANK	CONSULTANT AGREEMENT; SUMMER CHILDCARE PROGRAM; ELOP FUNDS; BOARD APPROVED 3/2/23	INSTRUCTIONAL SERVICES	010	$28,000.00
24000020	SCHOOL MATE	CUSTOM FOLDERS; TITLE I FUNDS	WASHINGTON ELEMENTARY	010	$496.00
24000021	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; SUPPLIES AND MATERIALS; CHILD NUTRITION SCHOOL PROGRAM	FOOD SERVICES	130	$2,205.00
24000022	PRO-ED	TESTING MATERIALS	SPECIAL EDUCATION	010	$122.66
24000023	CURRICULUM ASSOCIATES INC	STUDENT HANDBOOKS	JEFFERSON ELEMENTARY	010	$138.01
24000024	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES; SPECIAL EDUCATION FUNDS	SPECIAL EDUCATION	010	$300.00
24000025	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$2,500.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000026	VITAL RECORDS CONTROL	2023-24 BLANKET ORDER; DOCUMENT DESTRUCTION SERVICES	WASHINGTON ELEMENTARY	010	$100.00
24000027	SMART & FINAL STORES CORP	2023-24 BLANKET ORDER; FOOD AND CLASSROOM SUPPLIES	LUTHER BURBANK MIDDLE SCHOOL	010	$500.00
24000028	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; INSTRUCTIONAL SUPPLIES	ROOSEVELT ELEMENTARY	010	$7,000.00
24000029	SMART & FINAL STORES CORP	2023-24 BLANKET ORDER; FOOD AND CLASSROOM SUPPLIES; ELOP FUNDS	CHILD DEVELOPMENT SERVICES	010	$1,000.00
24000030	SMART & FINAL STORES CORP	2023-24 BLANKET ORDER; MEETING SUPPLIES AND FOOD	INSTRUCTIONAL SERVICES	010	$250.00
24000031	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$752.71
24000032	SOUTHWEST SCHOOL & OFFICE SUPPLY	C/O 1: REDUCE BY $1,000.00; 2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	WASHINGTON ELEMENTARY	010	$4,000.00
24000033	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$277.43
24000034	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$441.75
24000035	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$262.84
24000036	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$3,500.00
24000037	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$4,000.00
24000038	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$5,000.00
24000039	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; CLASSROOM SUPPLIES; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$9,200.00
24000040	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$7,000.00
24000041	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	ROOSEVELT ELEMENTARY	010	$2,000.00
24000042	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	STEVENSON ELEMENTARY	010	$6,500.00
24000043	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE AND CLASSROOM SUPPLIES	EMERSON ELEMENTARY	010	$3,500.00
24000044	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	MC KINLEY ELEMENTARY	010	$73.58
24000045	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	JEFFERSON ELEMENTARY	010	$264.49
24000046	WILLIAM V MACGILL & COMPANY	HEALTH SUPPLIES	EMERSON ELEMENTARY	010	$306.21
24000047	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,013.86
24000048	EXPRESS READERS INC	BOOKS	JEFFERSON ELEMENTARY	010	$1,902.12
24000049	AMAZON CAPITAL SERVICES	2023-2024 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$3,300.00
24000050	AMAZON CAPITAL SERVICES	2023-2024 BLANKET ORDER; CLASSROOM AND OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$3,500.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000052	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; FACILITIES SUPPLIES AND EQUIPMENT	TECHNOLOGY SERVICES	010	$4,000.00
24000053	ACADEMIC THERAPY PUBLICATIONS / HIGH NOON BOOKS	TESTING MATERIALS	SPECIAL EDUCATION	010	$163.72
24000054	SMART & FINAL STORES CORP	2023-24 BLANKET ORDER; FOOD; CHILD DEVELOPMENT FUNDS	CHILD DEVELOPMENT SERVICES	120	$2,100.00
24000055	MACKIN EDUCATIONAL RESOURCES	BOOKS; LCFF SUPPLEMENTAL FUNDS	MILLER ELEMENTARY	010	$943.80
24000056	MAD SCIENCE OF CENTRAL LA	CONSULTANT AGREEMENT; SCIENCE ACTIVITIES; ELOP FUNDS; BOARD APPROVED 5/18/23	CHILD DEVELOPMENT SERVICES	010	$3,464.00
24000057	SCHOOL MATE	CUSTOM FOLDERS	EDISON ELEMENTARY	010	$615.20
24000058	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$2,217.96
24000059	SCHOLASTIC INC.	MAGAZINES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$1,826.21
24000060	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINES; TITLE I FUNDS	DISNEY ELEMENTARY	010	$522.50
24000061	AYUSO, BARBARA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000062	ALLAHDADIAN, ASHKHEN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000063	ABOOLIAN, ZOYA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,990.00
24000064	AVANISIAN, JERMAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000065	AVANESSIAN, AREVAHAD	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000066	AVANES, LILI	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000067	AUPROUX, SHARI LYNNE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000068	ANDREWS, JAMIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000069	ANDERSON, KIM LEANN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000070	DIFONZO, RUTHIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000071	LISTRO, SUSAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000072	MACIEL, ANA MARIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,079.00
24000073	RODRIGUEZ, ROSEMARIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000074	RODRIGUEZ, REBECCA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000075	RHOADS, DIANA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000076	REYES, DAVID	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00

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PO Number	Vendor	Description	Site	Fund	Total Amount
24000077	ROWSEY, CAROL H	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,479.00
24000078	RONDINELLA, DAWN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000079	ROMERO, DELFINO	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000080	SHAH, MAYA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000081	SETTLEMOIR, THERESA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000082	SESSINGHAUS, KATHRYN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,525.00
24000083	SEPRAKI, JASMAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,397.00
24000084	SARQUIZ, JANET	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,397.00
24000085	SARKISSIAN, VANOOHI	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000086	SPAULDING, DONNA S	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000087	SOLA, LINA J	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,390.00
24000088	SNOWDEN, NANCY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000089	SHIRTCLIFF, GARY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000090	SHAW, SUSAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$270.00
24000091	TOOLEY, LAURA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000092	SULLIVAN, TIMOTHY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000093	SULLIVAN, CINDY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000094	STEELE, BARBARA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000095	SPENCE, JOHN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$4,292.00
24000096	VILLARREAL, FRANCISCO J	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000097	VERANO, STELLA M	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000098	VALLONE, JOANNE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000099	MERSOLA, CYNTHIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$823.00
24000100	MERCHAIN, DEBORAH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000101	THOMAS, LOREEN M	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000102	SIMA, MARIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000103	RONDINELLA, TINA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,965.00

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24000104	WILLIAMS, KIMBERLY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000105	THOMPSON, JEFFREY HERB	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000106	ESCOBAR, CELIA MOLINA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000107	MIXON, LAURA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000108	MEZA, GLORIA DIANE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000109	VAN LOO, BRENDHEN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000110	TRACE, TIMOTHY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000111	TOMER, CARYN S	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$13,525.00
24000112	MULLIN, WINONA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000114	NICOLAOU, THERESA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000115	NAZEM, SIMA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000116	MYER, ELLEN D	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000117	YANTZ, GEORGAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000118	MULLOY, SHAWN LEE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000119	YAEGER, KATHY J	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000120	THOMSON, DAVID	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,439.00
24000121	O'ROURKE, BRIAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,249.00
24000122	O'DELL, BETTIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$135.00
24000123	D'ANDREA, CHRISTINA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000124	CAFARELLA, VALERIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000125	BROIDY, HEATHER	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,241.00
24000126	BAUMAN, LAURA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000127	ACEVEDO-ENGLISH, MARIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$549.00
24000128	YOUNG, LINDA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,439.00
24000129	KLEIN, JOHN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,248.00
24000130	HOWARD, CATHLEEN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000131	HOWARD, JR., BOBBY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00

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24000132	HAWA, LESLIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000133	GREGOIRE, DEBORAH ANN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000134	PARRIS, ROSIE MARIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000135	OLMOS, DAVID	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000136	MITCHELL, CHRISTOPHER ANDREW	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000137	KRUEGER, JOSEPH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,479.00
24000138	RIOJAS, ANNETTE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000139	PALMER, MARK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000140	BACZKOWSKI, LESZEK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,586.00
24000141	BAKHOS, GHADA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000142	BANIAN, VARTUHI	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000143	BANKS, SONIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,439.00
24000144	BOYD, JOSEPH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,497.00
24000145	BRONSON, LORRIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000146	BROOKS, ANN E	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000147	BROWN, KEN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000148	BRUHN, NANCY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000149	CAMARILLO, LYNDA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,276.00
24000150	CARMAN, PATRICK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000151	CARRACELA, CLARA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000152	CHRISTIANAKIS, ROSA C	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$455.00
24000153	CLARKE, KELLI	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000154	CLARKE, MARK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000155	COHEN, PAMELA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000156	COLGAN, CHARLES EDWARD	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,497.00
24000157	COOK, FREDERICK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,443.00
24000158	CORNEJO, MERCEDITA R	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00

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24000159	COTREL, SALLY A	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$9,443.00
24000160	DANIELSON, DENNIS	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000161	DARRYN, KAREN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000162	DE AVILA, JENNY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000163	DE BARROS, SANDRA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000164	DECARO, MICHAEL A	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,400.00
24000166	DEMYANEK, DEBBY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,439.00
24000167	DESIMONE, TIFFANY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000168	DY, LOUIS	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000169	ELLIOTT, GINA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000170	ENGEL, DAVID	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$5,541.00
24000171	ENGEL, SANDRA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000172	FERGUSON, MARTHA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000173	FONG, CHINTANA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,820.00
24000174	GAL, DEBORAH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000175	GARCIA, ROSE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000176	GARFIELD, PATRICIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,439.00
24000177	GOLASKI, PATRICIA VALDIVIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000178	GOWDA, KUMUDINI	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000179	HACOPIAN, ZARIK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000180	HAMBRO, SHERYL	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000181	HARRIS, PHILLIP	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,408.00
24000182	HODGINS, KATHY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,867.00
24000183	HOVER, NANCY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000184	HYMAN, MARY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000185	INMAN, SHARON	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,293.00
24000186	JAYNES, DAVID	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,497.00

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24000187	JOHNSON, KIMBERLY A	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000188	KELLY, MARY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,479.00
24000189	KROHN, CHRISTINE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$455.00
24000190	KROPF, JULIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$378.00
24000191	KULCHIN TABORI, LAURIE	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,573.00
24000192	LaFOUNTAINE, SHELLEY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000193	LEPATAN, IAN	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,408.00
24000194	LARA, GLORIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$3,214.00
24000195	LIGHTFOOT, RICHARD D	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,573.00
24000196	LINDLEY, LINDA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$11,456.00
24000197	LIZARRAGA, RAFAELA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000198	LONGTAIN, ROSANNE ROBLES	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000199	LOPEZ, FRANCISCO	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,619.00
24000200	MADOOGLU, KEVORK	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,773.00
24000201	MADRIGAL, DEBORAH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$12,497.00
24000202	MARCY, CATHY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000203	MARGVE, DOROTHY	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$6,773.00
24000204	MARINO, MILAGROS	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$1,689.00
24000205	CARMAN, MARIA MARQUEZ	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000206	MARTE, HELENE K	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000207	MARTIN, NANCY J	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000208	PEREZ, LINDA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,866.00
24000209	PEREZ, MARIA L	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$2,581.00
24000210	QUIROS, MELIDA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$540.00
24000211	REED, LETITIA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$8,465.00
24000212	REITHMILLER, LISA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,188.00
24000213	ACADEMIC INNOVATIONS LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 8/20/15	VARIOUS SITES	010	$25,041.72

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24000214	PACIFIC COACHWAYS CHARTER SERVICES INC	STUDENT TRANSPORTATION; THOUSAND PINES; GIFT FUNDS; BOARD APPROVED 6/15/23	WASHINGTON ELEMENTARY	010	$3,416.96
24000215	ROCHESTER 100 INC	CLASSROOM SUPPLIES	BRET HARTE ELEMENTARY	010	$698.60
24000216	MCGRAW HILL LLC	TEXTBOOKS - ADOPETES; LOTERY FUNDS; BOARD APPROVED 5/18/23	BURBANK HIGH SCHOOL	010	$97,282.43
24000217	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	JOHN BURROUGHS HIGH SCHOOL	010	$99,321.82
24000218	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	MONTEREY HIGH SCHOOL	010	$2,203.19
24000219	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	COMMUNITY DAY SCHOOL	010	$4,459.18
24000220	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	MAGNOLIA PARK	010	$4,459.18
24000221	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	COMMUNITY DAY SCHOOL	010	$17,187.75
24000222	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	MAGNOLIA PARK	010	$27,918.94
24000223	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	MONTEREY HIGH SCHOOL	010	$17,187.75
24000224	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	JOHN BURROUGHS HIGH SCHOOL	010	$462,695.11
24000225	MCGRAW HILL LLC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 5/18/23	BURBANK HIGH SCHOOL	010	$453,646.28
24000226	VIRCO MFG CO.	FURNITURE; ADULT EDUCATION - BLOCK GRANT	BURBANK ADULT SCHOOL	110	$35,771.16
24000228	CURRICULUM ASSOCIATES INC	STUDENT HADBOOOKS	EMERSON ELEMENTARY	010	$229.98
24000229	AVS TEES	CUSTOM CLOTHING	LUTHER BURBANK MIDDLE SCHOOL	010	$2,909.81
24000230	MAP OF THE MONTH	CLASSROOM SUPPLIES; TITLE I FUNDS	MILLER ELEMENTARY	010	$85.00
24000231	THOMAS, ELIZABETH	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$10,301.00
24000232	SCHACKMANN, ANITA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$405.00
24000233	ROMERO, MARIA ELENA	2023-2024 BLANKET; RETIREE MEDICAL REIMBURSEMENT	FISCAL SERVICES	670	$7,389.00
24000235	PERMA-BOUND A DIV OF HERTZBERG-NEW METHOD	BOOKS	McKinley Latchkey	010	$433.02
24000236	BULK BOOKSTORE	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$360.56
24000237	RAPTOR TECHNOLOGIES LLC	OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$121.28
24000238	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	MC KINLEY ELEMENTARY	010	$109,870.41
24000239	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	TECHNOLOGY SERVICES	010	$1,500.00
24000240	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	DISNEY ELEMENTARY	010	$88,485.48
24000241	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	EDISON ELEMENTARY	010	$89,843.00

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24000242	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	BRET HARTE ELEMENTARY	010	$100,254.08
24000243	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	EMERSON ELEMENTARY	010	$118,252.82
24000244	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	JEFFERSON ELEMENTARY	010	$115,935.16
24000245	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	MILLER ELEMENTARY	010	$139,878.44
24000246	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	PROVIDENCIA ELEMENTARY	010	$105,622.95
24000247	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	STEVENSON ELEMENTARY	010	$100,856.39
24000248	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	WASHINGTON ELEMENTARY	010	$102,791.27
24000249	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	EMERSON ELEMENTARY	010	$3,500.00
24000250	SCHOOL SPECIALTY, INC	TEXTBOOKS - ADOPTED; LOTTERY FUNDS; BOARD APPROVED 6/15/23	ROOSEVELT ELEMENTARY	010	$126,442.70
24000251	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER;OFFICE SUPPLIES	STEVENSON ELEMENTARY	010	$2,700.00
24000252	WAYSIDE PUBLISHING	BOOKS; LOTTERY FUNDS	JOHN BURROUGHS HIGH SCHOOL	010	$157.35
24000253	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$3,000.00
24000254	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
24000255	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$2,000.00
24000256	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	MILLER ELEMENTARY	010	$8,000.00
24000257	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$500.00
24000258	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	PROVIDENCIA ELEMENTARY	010	$1,500.00
24000259	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES	DISNEY ELEMENTARY	010	$2,000.00
24000260	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES; CD-CALIF STATE PRESCHOOL PROGRAM FUND	BRET HARTE CHILDREN´S CENTER	120	$600.00
24000261	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES;CD-CALIF STATE GENERAL CC PROGRAM FUNDS	WASHINGTON CHILDREN´S CENTER	120	$2,000.00
24000262	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE SUPPLIES; CD-CALIF STATE PRESCHOOL PROGRAM FUND	WASHINGTON CHILDREN´S CENTER	120	$1,000.00
24000263	OFFICE DEPOT/ BUSINESS SERVICES DIVISION	2023-24 BLANKET ORDER; OFFICE SUPPLIES; ON-GOING AND MAJOR MAINTENANCE FUND	FACILITIES SERVICES	010	$3,000.00
24000264	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE SUPPLIES	PURCHASING SERVICES	010	$400.00
24000265	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE SUPPLIES	TECHNOLOGY SERVICES	010	$2,000.00
24000266	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE SUPPLIES	JEFFERSON ELEMENTARY	010	$1,500.00

BOARD DETAIL REPORT

Printed between 05/23/2023 & 06/26/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
24000267	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE SUPPLIES; SPECIAL EDUCATION FUNDS	MAGNOLIA PARK	010	$400.00
24000268	AMAZON CAPITAL SERVICES	2023-24 BLANKET ORDER; OFFICE SUPPLIES	BUSINESS OFFICE	010	$5,000.00
24000269	SOUTHWEST SCHOOL & OFFICE SUPPLY	2023-24 BLANKET ORDER; OFFICE SUPPLIES; CD-CALIF STATEGENERAL CC PROGRAM	WASHINGTON CHILDREN´S CENTER	120	$1,000.00
24000270	BURBANK COMMUNITY YMCA	AGREEMENT TO PROVIDE SERVICES FOR THE 2023 ELEMENTARY SCHOOL SPRING AND SUMMER PROGRAM; ELOP FUNDS; BOARD APPROVED 3/3/23	INSTRUCTIONAL SERVICES	010	$100,000.00
24000271	CASBO	MEMBERSHIP; BOARD APPROVED 6/15/23	BUSINESS OFFICE	010	$5,250.00
24000272	ASCD	MEMBERSHIP; BOARD APPROVED 6/15/23	INSTRUCTIONAL SERVICES	010	$98.12
24000273	MAGMALL	MAGAZINE SUBSCRIPTIONS	MUIR MIDDLE SCHOOL	010	$183.90
24000274	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$960.00
24000275	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$497.00
24000276	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$546.00
24000277	PEARSON ASSESSMENT	TESTING MATERIALS	SPECIAL EDUCATION	010	$69.50
24000278	THERAPY IN ACTION	PROFESSIONAL SERVICES; OCCUPATIONAL THERAPIST; BOARD APPROVED 6/1/23	SPECIAL EDUCATION	010	$1,600.00
24000280	ALTAWARE, INC.	NETWORK MONITORING SOFTWARE; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$3,803.00
24000281	CURRICULUM ASSOCIATES INC	BOOKS; TITLE I FUNDS	MILLER ELEMENTARY	010	$5,469.08
24000282	SOLARWINDS	REMOTE SUPPORT SOFTWARE LICENSE; GENERAL UNRESTRICTED AND CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$760.00
24000282	SOLARWINDS	REMOTE SUPPORT SOFTWARE LICENSE; GENERAL UNRESTRICTED AND CHILD NUTRITION SCHOOL PROGRAM FUNDS; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	130	$200.00
24000283	TIME FOR KIDS SUBSCRIPTIONS	MAGAZINES; TITLE I FUNDS	MILLER ELEMENTARY	010	$1,467.43
24000284	WESTERN PSYCHOLOGICAL SERVICES	TESTING MATERIALS	SPECIAL EDUCATION	010	$452.03
24000285	MULTI-HEALTH SYSTEMS	TESTING MATERIALS	SPECIAL EDUCATION	010	$1,615.16
24000286	EPICOR SOFTWARE CORPORATION	SOFTWARE LICENSE; DOCUMENT MANAGEMENT SYSTEM; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$2,904.18

BOARD DETAIL REPORT

Printed between 05/23/2023 & 06/26/2023

PO Number	Vendor	Description	Site	Fund	Total Amount
24000287	FRESHWORKS INC	SOFTWARE SUBSCRIPTION; HELP DESK TICKET SYSTEM; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$20,736.00
24000288	PAPER DIRECT INC	CLASSROOM SUPPLIES	MC KINLEY ELEMENTARY	010	$371.26
24000289	SCHOOL MATE	STUDENT PLANNERS	MILLER ELEMENTARY	010	$1,116.50
24000290	AERIES SOFTWARE	SOFTWARE LICENSES; MAINTENANCE AND SUPPORT; BOARD APPROVED 6/15/23	TECHNOLOGY SERVICES	010	$89,616.96
24000291	TRUDVANG LLC	TESTING MATERIALS	SPECIAL EDUCATION	010	$405.88
24000292	TOON BOOM ANIMATIONS INC.	SOFTWARE LICENSES; K-12 STRONG WORKFORCE GRANT; BOARD APPROVED 6/15/23	INSTRUCTIONAL SERVICES	010	$27,056.40
		PO Count:	**285**	**Total:**	**$3,900,162.02**

Printed between 05/23/2023 & 06/26/2023

BOARD FUND SUMMARY

Fund	Description	PO Count	Total Fund Amount
010	General Fund - Unrestricted	122	$2,881,380.90
110	Adult Education Fund	2	$37,989.12
120	Child Development Fund	6	$15,900.00
130	Cafeteria Fund	3	$4,405.00
670	Self Insurance Fund	153	$960,487.00
		Total:	**$3,900,162.02**

7/20/2023

To the Superintendent of Schools:

Request for the authorization of the following warrants is presented for your approval subject to the action of the Board of Education.

Warrants	Payroll	Warrants	Commercial
7771130	7771146	21038284	21038307
7771259	7771261	21040536	21040603
7772081	7772132	21043281	21043289
7775853	7775888	21045616	21045678
7776444	7776565	21048260	21048327
7779067	7779069	21051182	21051192
7781670	7781753	21054208	21054264
7787276	7787298	21056821	21056880
7787621	7787637	21059520	21059520
7792166	7792195	21061959	21062062
7800710	7800744	21066146	21066192
7804169	7804221	21071636	21071674
7808192	7808230	21074359	21074396
7810115	7810117	21079498	21079517
7811252	7811266	21083144	21083206
7813211	7813222	21086039	21086039
7820028	7820052	202306050183850	202306120187529
7816797	7816838		
7818860	7818860		
7822895	7822969		
3543062	3543076		
3551599	3552015		
3569389	3570041		
3586255	3586264		
3594190	3594242		
3618080	3618352		
3639859	3640534		
3661095	3661176		
3678610	3678761		
3694900	3695028		
3709694	3709983		
3724811	3724812		
3731444	3731639		

6/1/23-7/10/23 **$ 14,120,635.92** **5/31/23-7/7/23** **$ 5,848,876.77**

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Ratification of Agreement for Non-Instructional Consultant Services

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Background:

The purpose of the Non-Instructional Consultant Services is to support the goals of the school and/or District. Consultants are selected based on their qualifications, expertise and experience. When a non-instructional consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All non-instructional 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 an oversight the consultant agreement was not submitted prior to the January 19, 2023 agenda deadline. Therefore the agreement below is being presented as a ratification. If the non-instructional Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education ratify the non-instructional consultant services for the purpose of supporting the school and/or District goals, and that authority to sign the agreements be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF NON-INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: July 20, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	Booster	Site wide fun run	1/26/2023	$28,254.41	01.0-90201.0-11100-10000-5810-2028700

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this _____ of _____, 20____ by and between the **Burbank Unified School District**, hereinafter referred to as "District", and _____ hereinafter referred to as "Consultant."

Payee's Name Booster Daytime Phone Number _____

Email Address _____

Mailing Address 5300 Triangle Parkway Suite 100, Peachtree Corners GA 30092

Sponsoring Administrator Laura Flosi

Board Approval Date July 20, 2023 - Ratification

Account String 010-90210-0-1110-1000-5810-202-5700

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 $ 28,254.41 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/26/23 and terminating on 1/26/23
3. Payment Terms: _____
4. Consultant will provide the following services:

   Booster will conduct a School wide fun run on 1/26/23

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.

_____ _____ 06/12/2023

BUSD Authorized Signature Title Date Consultant 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

BOOSTERTHON FULL SERVICE



BOOSTERTHON FULL SERVICE IS PERFECT IF YOU:

- Love in-person customer service.
- Value a fun, professional team leading every program and collection detail.
- Want a magical student experience at every turn - from the Program Launch to character lessons to your Celebration Event.

Our on-campus team does all the heavy lifting, motivation, and experience creation from start to finish. It's the full-service option we're famous for.

HOW WE SERVE YOU

Client Care Consultant



+

Booster Team

Daily Team on Campus



+ Full Event Service



WHAT'S INCLUDED:

- Campaign promotional materials, pre-written templates, social media posts, posters, and more
- Pre-Program Workshop
- Step-by-step campaign assistance
- Unique prizes shipped directly to you
- Curated Celebration Event soundtrack
- Customized student fundraising page
- Fun and motivational nightly donation challenges
- Easy reporting for student/class prizes
- Teacher kits with helpful info, pledge-o-meters, and class flags
- Fun, engaging character theme with videos
- Teachers get access to a year-round Character Themed Video Library (100+ videos including S.T.E.A.M., PBIS, SEL, & fitness)
- Digital Program Launch video
- Celebration Event setup and tear down including tents, tunnels, cones, speakers, and inflatable
- Fun, informative Teacher Meeting video
- On-campus team leading all character and celebration presentations
- On-campus team serving as enthusiastic role models for students
- On-campus team bringing through-the-roof excitement and motivation from the moment students arrive to the last car in the carline.
- On-campus team distributing prizes daily
- On-campus team managing and distributing all resources
- Powerful fundraising software
- Expert campaign consultant
- Mass communication templates
- Innovative sharing features
- Parent & donor help desk
- Corporate Matching Software

Booster is the leading school fundraising company in America.
We've helped schools raise more than $500 million in the last 20 years.
Let us help you too!

BOOSTER

ChooseBooster.com

BOOSTER

5300 Triangle Parkway
Suite 100
Peachtree Corners, GA 30092

Invoice #: 2023 - 1
Invoice Date: 2/9/23
Payment Terms: Net 15
Due Date: 2/24/23

School Partner
Thomas Edison Elementary
2110 W. Chestnut St.
Burbank, CA 91506

Client Care Consultant
Brittany Galdeano
(786) 302-2943
Contact Information
brittanyg@choosebooster.com

Base Cost: $2,000.00
Received: $0.00

Count #	Date	Cash	Check	Credit Card	Gross	Booster % Amount	Adjustments	Total
1	02/09/23	$50.00		$56,954.80	$57,004.80	$26,222.21	$0.00	$26,222.21

Count #	Adjustment Notes

School Profit %: 54.00%

Pledged: $57,296.70
Total Collected: $57,004.80
Pledges Not Paid: $291.90
Collection %: 99.49%

Total Owed: $26,222.21
Base Cost Due: $2,000.00
Checks Received: $0.00
Checks In Transit: $0.00
Amount Due: $28,222.21

Preferred Payment Method: E-Check via the Booster Payment Portal

Please remit payment within 15 days of receipt

BOOSTER

Thomas Edison Elementary-2023-1-Spring
Merchant Deposits 02/09/2023 2:59:55PM

Disbursement Date	Paid Donations*	Organization Fees Withheld**	Deposited
02/08/2023	$765.00	$5.90	$759.10
02/01/2023	$34,492.80	$209.45	$34,283.35
01/31/2023	$70.00	$0.00	$70.00
01/25/2023	$21,627.00	$126.85	$21,500.15
	Invoice Amount		
Total:	$56,954.80	$342.20	$56,612.60

Invoice Amount: $56,954.80

*Paid Donations reflect the total amount of donations paid by donors in each batch deposit.

**These fees were paid by the Organization due to the donor choosing not to cover the fee. These fees were withheld from your deposit: $342.20.

Number of donors who opted out of convenience fee: 123

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BOOSTER

Thomas Edison Elementary-2023-1-Spring Merchant Deposits

Report created at 06/05/2023 6:08:34PM EDT
Data updated as of 06/05/2023 9:02:07AM EDT

Disbursement Date	Paid Donations	Fees Withheld	Deposited
01/25/2023	$21,627.00	(-) $126.85	$21,500.15
01/31/2023	$70.00	(-) $0.00	$70.00
02/01/2023	$34,492.80	(-) $209.45	$34,283.35
02/08/2023	$765.00	(-) $5.90	$759.10
02/14/2023	$35.00	(-) $0.00	$35.00
02/28/2023	$35.00	(-) $0.00	$35.00
	Invoice Amount		
Total:	$57,024.80	(-) $342.20	$56,682.60

Invoice Amount: $57,024.80

Number of sponsors who opted out of fees: 116

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BOOSTER

5300 Triangle Parkway
Suite 100
Peachtree Corners, GA 30092

Invoice #: 2023 - 2
Invoice Date: 6/6/23
Payment Terms: Net 15
Due Date: 6/21/23

School Partner
Thomas Edison Elementary
2110 W. Chestnut St.
Burbank, CA 91506

Client Care Consultant
Brittany Galdeano
(786) 302-2943
Contact Information
brittanyg@choosebooster.com

Base Cost: $2,000.00
Received: $0.00

Count #	Date	Cash	Check	Credit Card	Gross	Booster % Amount	Adjustments	Total
1	02/09/23	$50.00		$56,954.80	$57,004.80	$26,222.21	$0.00	$26,222.21
2	06/05/23			$70.00	$70.00	$32.20	$0.00	$32.20

Count #	Adjustment Notes

School Profit %: 54.00%

Pledged: $57,296.70
Total Collected: $57,074.80
Pledges Not Paid: $221.90
Collection %: 99.61%

Total Owed: $26,254.41
Base Cost Due: $2,000.00
Checks Received: $0.00
Checks In Transit: $0.00
Amount Due: $28,254.41

Preferred Payment Method: E-Check via the Booster Payment Portal

Please remit payment within 15 days of receipt

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
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 reasons out of their control the sites were unable to submit their consultant agreements prior to the start of service. Therefore the agreements listed below are being presented as ratifications. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
RATIFICATION OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: July 20, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Edison Elementary	The Music Center Performing Artists	Provide two (2) on-site student assemblies on May 24; assembly to inspire creative thinking	5/24/2023	$2,300	01.0-90201.0-11100-10000-5810-2028200
Summer School	Royale Management Group, LLC / Go Green BMX	Motivational BMX Assembly	6/08/2023–6/09/2023	$6,000	01.0-26000.0-11100-10000-5810-5489000
Summer School	The Performing Arts Center of Los Angeles County / Music Center	The Music Center will be providing an assembly to each of the three summer school elementary sites.	7/05/2023–7/06/2023	$5,475	01.0-26000.0-11100-10000-5810-5489000

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 19th of April, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Music Center Performing Artists hereinafter referred to as "Consultant."

Payee's Name The Music Center Performing Artists Daytime Phone Number (213) 972-4330

Email Address education@musiccenter.org

Mailing Address 135 N. Grand Avenue, Los Angeles, CA 90012

Sponsoring Administrator Laura Flosi

Board Approval Date July 20, 2023 - Ratification

Account String 01.0-90201.0-11100-10000-5810-202-8200

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 $ 2,300 per hour☐/ per day ☐/ per session■ for a total not to exceed $ 2,300 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on May 24, 2023 and terminating on May 24, 2023 .
3. Payment Terms: Upon completion of services
4. Consultant will provide the following services:

   Provide two (2) on-site student assemblies on May 24; assembly to inspire creative thinking and introduce young audier cultural traditions through music and dance.
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	Keith Wyffels 04 / 20 / 2023
	Consultant he Music Center Performing Artis 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

English

Home Page

Experience & Learn

When we speak of our vision to deepen the cultural lives of all Angelenos, we turn to the work of TMC Arts. This team champions the diverse voices and communities of Los Angeles, fostering connection, creativity and enrichment. TMC Arts programs connect people, offering us the chance to get creative and to learn as we discover something new or enjoy something familiar. Many programs are free and low-cost; they take place outdoors on Jerry Moss Plaza at The Music Center and in Grand Park, inside The Music Center's theatres and in schools and neighborhoods all across L.A. County.



For All Ages



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 26 of April, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Go Green BMX Show hereinafter referred to as "Consultant."

Payee's Name Royale Management Group LLC Daytime Phone Number 888.818.8388

Email Address gogreenbmx.com gogreenbmxshow@gmail.com

Mailing Address 24551 Del Prado #996, Dana Point, CA 92629

Sponsoring Administrator Laura Kubler/Peter Knapik

Board Approval Date July 20, 2023 - Ratification

Account String 01.0-26000.0-11100-10000-5810-5489000 (ELOP)

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 $ 1697 per hour☐/ per day ☒/ per session☐ for a total not to exceed $6000.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/8/23 and terminating on 6/9/2023.
3. Payment Terms: Upon Compleyion of the last assembly on 6/9/2023 by check or money purchase order.
4. Consultant will provide the following services:

   Motivational BMX Assembly
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 Principal/Managing Partner 4/26/2023
Go Green BMX Show 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

Wheels of Freestyle | Go Green Live Clean BMX Show
Parent Company: Royale Management Group, LLC

Summary:

- Founded in August of 1996 in San Diego, CA
- Delivered over 7,000 LIVE Pro Actions Sports Shows Nationwide
- Highlighted on Tony Robbins Ultimate Edge TV Show as Success Story
- Created, Managed & Delivered Running Summer Shows at Theme Parks Nationwide
- Headline Act for Star Attractions, Las Vegas Entertainment Agency
- Partnered with ESPN & Xgames for National Tour of Dick's Sporting Goods
- Sponsored by Nirve Bikes, Woodward Camps, Hoffman Bikes, Pro-Designed Pads
- Featured on LIVE National TV, Good Morning America from Disney's CA Adventure Park

Key Events:

- 7,000+ School Assembly Shows with Positive Youth Messages
- Legoland, Disneyland, Silver Dollar City, Hershey Park, Stone Mountain Park Summer Shows
- Mandalay Bay, Las Vegas GM Auto Show
- Tribeca Film Festival | LIVE entertainment Manhattan
- Stadium Events at Qualcomm, Dodger Stadium, Oakland/Alameda Coliseum
- Corporate Events, Mortgage Bankers Association Convention
- Billy Graham Kidz Mix Event, Qualcomm Stadium
- Calgary Stampede LIVE Entertainment, Canada
- Las Vegas Motor Speedway | Pit Entertainment
- Numerous County and State Fairs & Festivals Nationwide

Management:

- Royale Management Group, LLC | Professional Business & Brand Management Company
- Industry-Leading Professional Insurance, Worker's Comp, Auto, GL
- Managed by a team with higher degrees | BA/BS Communications

TAX ID 87-1046083

Purpose:

- Provide World-Class Action Sports Entertainment
- Deliver Powerful Positive Youth Messages in Schools
- Raise the Industry Bar in Professionalism, Entertainment & Quality Education

www.gogreenbmxshow.com

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20 of July, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and The Performing Arts Center of LA County ("Music Center") hereinafter referred to as "Consultant."

Payee's Name The Performing Arts Center of Los Angeles County Daytime Phone Number (213) 972-3397

Email Address MTurner@MusicCenter.org

Mailing Address 135 North Grand Avenue, Los Angeles, CA 90012

Sponsoring Administrator Dr. Peter Knapik

Board Approval Date July 20, 2023

Account String 01.0-26000.0-11100-10000-5810-5489000

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 $ 5,475.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 5, 2023 and terminating on July 6, 2023 .
3. Payment Terms: to be paid upon board ratification
4. Consultant will provide the following services:

   The Music Center will be providing an assembly to each of the three summer school elementary sites. Ballet Folclorico do Brasil will perform July 5 & 6, 2023 for students participating in the Extended Learning Opportunities Programs (ELOP)

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	06 / 26 / 2023
BUSD Authorized Signature/Title	Date	Consultant	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

Doc ID: 877ac147f909047f3d1109fbecf143f48092f7de

June 13, 2023

Laura Kubler, Teacher
Walt Disney Elementary
1220 West Orange Grove Avenue
Burbank, CA 91506-2016

Dear Laura,

Thank you for contacting us to arrange a program with The Music Center.

Listed below is a summary of the services you have requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, please let us know so that we can make any needed adjustments. In order for us to confirm your project and begin services, we must receive your completed verification of funding within 14 days. Program dates will be released if you do not fill out the web form (linked in the email) at the end of 14 days.

Ballet Folclorico do Brasil $1,825.00
Single Assembly
Wednesday July 5, 2023 at 11:00 AM

Estimated Project Total	**$1,825.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *Fees paid by the organization for our services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the organization with at least two business days' notice to The Music Center without penalty. The organization will be charged for any event cancelled with less than two business days' notice.*
- *The Music Center artists have agreed to share their talents with the organization for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
The Music Center Performing Artists in Schools and Neighborhoods

Project # 24OT6011878-4

June 13, 2023

Laura Kubler, Teacher
George Washington Elementary (Burbank USD)
2322 North Lincoln Street
Burbank, CA 91504-2625

Dear Laura,

Thank you for contacting us to arrange a program with The Music Center.

Listed below is a summary of the services you have requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, please let us know so that we can make any needed adjustments. In order for us to confirm your project and begin services, we must receive your completed verification of funding within 14 days. Program dates will be released if you do not fill out the web form (linked in the email) at the end of 14 days.

Ballet Folclorico do Brasil $1,825.00
Single Assembly
Thursday July 6, 2023 at 8:45 AM

Estimated Project Total	**$1,825.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *Fees paid by the organization for our services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the organization with at least two business days' notice to The Music Center without penalty. The organization will be charged for any event cancelled with less than two business days' notice.*
- *The Music Center artists have agreed to share their talents with the organization for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
The Music Center Performing Artists in Schools and Neighborhoods

Project # 24OT6012025-1

June 13, 2023

Laura Kubler, Teacher
Joaquin Miller Elementary
720 East Providencia Avenue
Burbank, CA 91501-2409

Dear Laura,

Thank you for contacting us to arrange a program with The Music Center.

Listed below is a summary of the services you have requested, which includes an itemized estimate of costs. Please review the dates and times for each artist. If you find a discrepancy, please let us know so that we can make any needed adjustments. In order for us to confirm your project and begin services, we must receive your completed verification of funding within 14 days. Program dates will be released if you do not fill out the web form (linked in the email) at the end of 14 days.

Ballet Folclorico do Brasil $1,825.00
Single Assembly
Wednesday July 5, 2023 at 8:45 AM

Estimated Project Total	**$1,825.00**

- *This document is provided as an estimate of the total cost for this project and should be used for budgeting purposes. Applicable invoice(s) will be provided separately when services have been rendered.*
- *Fees paid by the organization for our services cover only a portion of program production costs. Generous contributions from individuals, corporations, foundations and government agencies cover the balance.*
- *Events may be cancelled or rescheduled by the organization with at least two business days' notice to The Music Center without penalty. The organization will be charged for any event cancelled with less than two business days' notice.*
- *The Music Center artists have agreed to share their talents with the organization for rates far below their standard fees. These professional artists may occasionally find it necessary to initiate a change in scheduled events to accommodate a public engagement. Should this occur, we will work with you to reschedule your event as needed.*

We look forward to working with you this year. Please call me at any time should you have questions or need additional information.

Sincerely,

Monk Turner
The Music Center Performing Artists in Schools and Neighborhoods

Project # 24OT6011969-7

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Instructional Consultant Services

Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion and Issues:

Sites submit the required paperwork to Instructional Services. Work must not begin until the site receives a confirmation of Board approval from Instructional Services. If the Consultant assignment requires unsupervised contact with student(s) during the contract period, the Consultant will be required to provide Department of Justice fingerprint clearance through the District's Human Resources Services.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

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

BURBANK UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL SERVICES
APPROVAL OF INSTRUCTIONAL CONSULTANT SERVICES

Board Meeting Date: July 20, 2023

Site	Name	Purpose	Dates	Cost	Appropriation Number
Burbank Adult School	Jayme Adelson-Goldstein	Prepare and deliver 3 hour workshops to Burbank Adult School English Language Instructors (ESL) and other interested parties on using the LARAEC Course Outlines	7/21/2023–7/30/2024	$2,400	11.0-63910.0-41102-10000-5810-5330000
Washington Bret Harte Edison Disney Stevenson Emerson Providencia McKinley Miller	Luke Anderson	Peaceful Playground instruction and training with staff and students	8/14/2023–5/23/2024	$3,600 per site $7,200 Miller Not to exceed $36,000	01.0-90201.0-11100-10000-5810-2168700 01.0-00000.0-11100-10000-5810-2058700 01.0-90201.0-11100-10000-5810-2028000 01.0-00000.0-11100-10000-5810-2011000 01.0-00000.0-11100-10000-5810-2151000 01.0-00000.0-11100-10000-5810-2031000 01.0-90201.0-11100-10000-5810-2138700 01.0-90350.0-11100-10000-5810-2098000 01.0-30100.0-11100-10000-5810-2109000
Stevenson Elementary	APEX Fun Run Franchise, No 7, LLC	APEX will host 2 weeks of character building lessons and the final school wide Fun Run event	11/27/2023–12/08/2023	Up to 50% of amount raised Not to exceed $30,000	01.0-90201.0-11100-10000-5810-2158700
Harte Stevenson Roosevelt	Box Cars and One Eyed Jacks	Family Math Night	10/09/2023	$989.50	01.0-42030.0-47600-10012-5810-7429000 Title III Funds
Stevenson Elementary	Enrich LA	Enrich LA Garden Ranger Program	9/01/2023–9/01/2024	$6,975	01.0-90201.0-11100-10000-5810-2158000
Stevenson Elementary	Garri Dance Studio/MB Dance Inc. (Megan Baade)	12 week dance program	9/01/2023–12/14/2023	$15,800	01.0-90201.0-17000-10000-5810-2158700

Stevenson Elementary	Joshua Evans	10 sessions 4th grade film class and on film event	1/10/2024–3/27/2024	$6,500	01.0-90201.0-11100-10000-5810-2158700
Superintendent's Office	Rooted Leadership	Will provide guidance, direct support, resources, coaching and supplemental services as aligned to the BUSD DEI objectives. Will deepen the capacity of principals and teacher leaders to implement DEI action plan.	8/1/2023–5/31/2024	$45,000	01.0-01500.0-00000-21400-5810-7422040

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21 of July, 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Jayme Adelson-Goldstein hereinafter referred to as "Consultant."

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

Email Address [redacted]@gmail.com

Mailing Address [redacted] CA 91325

Sponsoring Administrator Dr. John Paramo

Board Approval Date July 20, 2023

Account String 11.0-63910.0-41102-10000-5810-5330000

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

Retired Employee: Please check if you belong to _____ calPERS _____cal STRS Retirement Date _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ 400.00 per hour☐/ per day ☐/ per session■ for a total not to exceed $2,400.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 21, 2023 and terminating on June 30, 2024 .
3. Payment Terms: payment upon completion of each workshop
4. Consultant will provide the following services:

   Prepare and deliver 3 hour workshops to Burbank Adult School English Language Instructors (ESL) and other interested parties on using the LARAEC Course Outlines to plan and deliver effective instruction
5. The Consultant shall provide an invoice/Authorization for Payment of the time spent in providing the services and preparing the products required by this Agreement. Consultant will be paid at the conclusion of this contract unless otherwise stated in the payment terms above.
6. It is expressly understood and agreed to by both parties hereto that the Consultant, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent or employee of the aforesaid District.
7. Consultant agrees to defend, indemnify, save, and hold harmless the District, its governing body, the individual members thereof, and all officers, agents and employees of the District from all loss, cost, and expense arising out of any liability or claim of liability for injury, damage, or loss sustained or claimed to have been sustained arising out of, or occurring as a result of Consultant's performance or failure to perform services under this Agreement.
8. This agreement may be terminated at any time based upon the mutual agreement of the parties hereto. This agreement may also be terminated immediately by the District should Consultant breach this agreement or fail to perform the required services in a satisfactory manner.
9. Consultant agrees to pay all Federal, State and Local taxes, and fees that are owed as a result of payments made to Consultant pursuant to this agreement. Consultant agrees to indemnify and hold harmless the District from any and all costs, loss, or liability whatsoever arising from or caused by any challenge to the payments made to Consultant pursuant to this agreement, including but not limited to any liabilities or penalties assessed or levied by any and all local, state, or federal taxing authorities against the District.
10. Consultant agrees to ensure that they do not exceed the applicable earnings limitation under CALPERS or STRS and agrees to be solely responsible for any actions taken by CALPERS or STRS as a result of exceeding the applicable earnings limitation.

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____ _____

BUSD Authorized Signature/Title Date

Jayme Adelson-Goldstein 7/5/23

Consultant Jayme Adelson-Goldstein Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Resume or Fact Sheet

Jayme Adelson-Goldstein
Consultant
Background and Qualification

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

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

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

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

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

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

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

Technical Assistance, September 2014 to Present

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

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

Trainer of Trainers, June 2019 to present

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

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Luke Anderson hereinafter referred to as "Consultant."

Payee's Name Luke Anderson Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted] CA 91001

Sponsoring Administrator Laura Vinyard, GWE Principal LV

Board Approval Date Thursday, July 20th, 2023

Account String (see attached)

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 $ 40 per hour☒/ per day ☐/ per session☐ for a total not to exceed $ 36,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on August 14, 2023 and terminating on May 23, 2024.
3. Payment Terms: Each school will pay consultant monthly.
4. Consultant will provide the following services:

   Luke Anderson will provide instruction and training in the Peaceful Playground program. He will work with playground supervisors, teachers, and students to introduce and reinforce the program.

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

			8-15-23		
BUSD Authorized Signature/Title	Date	Consultant	Luke Anderson	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

Appropriation No. For Peaceful Playgrounds Program

Note: All schools pay $3600 with the exception of Miller, which pays $7200

School	Appropriation No.
Washington	010-90201-0-11100-10000-5820-216-8700-000
Bret Harte	010-00000-11100-5810-205-8700-0000
Edison	01.0-90201.0-11100-10000-5810-202-8000
Disney	010.-00000.0-11100-10000-5810-201-1000-0000
Stevenson	010-00000-11100-5810-215-1000-0000
Emerson	010-00000.0-11100-10000-4310-2031000-0000
Providencia	010-90201.0-11000-10000-5810-2138700
Miller	010-30100.0-11100-10000-5810-2109000
McKinley	01.0-90350.0-11100-10000-5810-2098000

Luke Anderson

Address:
[redacted]CA 91001

[redacted].com

EDUCATION:

Azusa Pacific University Class of 2015
Bachelor of Arts, History
Minor: Leadership Studies

ADDITIONAL ACHIEVEMENTS:

Awarded Azusa Pacific University UG Founders' Academic Scholarship '11-'15
Accepted and Participated in selective South Africa Study Abroad Program '13
Awarded Burbank Community Service Medallion '11

WORK/ LEADERSHIP EXPERIENCE:

Amazing Athletes: August 2019- present
Position: Athletics Instructor and Coordinator

- Responsible for running after school sports classes in elementary schools throughout BUSD independently and in partnership with the ASES program
- Designed curriculum and ran sports summer camps in partnership with Burbank Parks and Recreation department

Meredith and Company: September 2015- August 2019
Position: Child Caregiver

- Responsible for meeting the basic needs of children ranging from pre-school- 6th grade
- Duties include providing logistical support, child supervision, and activity planning
- Experience with a variety of personalities, ages, and interests

Calvary Chapel Burbank: October 2015, October 2017
Position: Consultant

- Member of team responsible for the ideation and execution of "Fun Fest" halloween kids event
- Responsible for promotion and marketing of event to kids and their guardians
- Interacted with 100+ kids during featured role in primary skit and throughout event

Robeks: May 2013- May 2015
Position: Shift Supervisor

- Greeted customers and performed operational duties with product and payment services
- Formed relationships with regular customer base
- Counted drawers, cashed registers in/out, assisted in forming schedule

Azusa Pacific University Hospitality Services: August 2011- May 2015
Position: Hospitality Employee, Lead Dishwasher

- Responsible for collecting, washing, and re-stocking Hillside Grounds, Canyon Grill, and Quick E-Mart dishes
- Appointed by supervisors to train newly hired student workers
- Drafted a comprehensive Dishwasher's Guide at supervisors' request

Roosevelt Elementary School Volunteer Program: August 2009- August 2011
Position: Volunteer/ Mentor

- Coordinated after- school sports activities including basketball, soccer, and touch football
- Formed a team and coached a season of youth basketball in Burbank Parks and Rec league
- Provided informal mentorship and directed kids to appropriate professional resources as needed

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and APEX Leadership Company hereinafter referred to as "Consultant."

Payee's Name APEX Fun Run Franchise no 7, LLC Daytime Phone Number 310-403-9951

Email Address trevorp@apexleadershipco.com

Mailing Address 3435 E Thousand Oaks Blvd #6325 Thousand Oaks, CA 91362

Sponsoring Administrator Jill Johnson

Board Approval Date 7/20/23

Account String 010-90201-1-11100-10000-5810-215-8700

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 _____

WITNESSETH:

WHEREAS, the District is authorized pursuant to Education Code section 35160 and Government Code Section 53060 to contract for the services of consultants;

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

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

NOW THERFORE, the parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $ _____ per hour☐/ per day ☐/ per session☐ for a total not to exceed $ more than 50% **Amount to include speaking fee, mileage and any additional fees. $30,000
2. The term of the Agreement shall be the period commencing on 11/27/23 and terminating on 12/08/2023.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   A two week character and leadership program with a final celebration event.

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

BUSD Authorized Signature/Title Date

Consultant APEX Leadership Company Date 6-12-23

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



Apex Leadership Co. is an all-inclusive, two-week leadership and fitness program that raises money for the top schools in America. Each student receives daily character lessons and awards as they learn what it takes to be a true leader. They are encouraged to obtain pledges for each lap they run around the Apex Raceway during the Fun Run! Students, staff, and parents love the program and it tends to be a highlight event of the year!

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Box Cars and One Eyed Jacks hereinafter referred to as "Consultant."

Payee's Name Box Cars and One Eyed Jacks, Inc. Daytime Phone Number 780-440-6284

Email Address jane@boxcarsandoneeyedjacks.com

Mailing Address Unit 101, 17920 105 Ave., NW Edmonton, Alberta T5S 2H5, Canada

Sponsoring Administrator Jill Johnson

Board Approval Date 7/20/23

Account String Harte, Roosevelt and Stevenson Title III: 010-42030-0-47600-10012-5810-7429000

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 $ 989.50 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on October 9, 2023 and terminating on October 9.2023 .
3. Payment Terms: After fulfillment of the agreement
4. Consultant will provide the following services:

   In Person Family Math Night for ELD Students and familles at Harte, Stevenson and Roosevelt

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 Office Manager on behalf of Nancy Paulson Date June 21 2023

Consultant Box Cars and One Eyed Jacks 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



www.box cars and one eyed jacks®.com

Winning Workshops & Resources



For over 20 years, Box Cars & One-Eyed Jacks has worked successfully with school districts, teachers, parents and children to provide math and language workshops and materials.

Created by the award winning and bestselling authors Jane Felling and Joanne Currah, and taught by a team of highly qualified and diverse workshop leaders, Box Cars & One-Eyed Jacks workshops help teachers improve mathematics and language instruction through games as a teaching strategy. John Felling joined Box Cars And One-Eyed Jacks as an owner in 2011, bringing with him 30 years of experience as school teacher, school administrator, educational leader, presenter and author.

The Box Cars team brings innovation, inspiration, and excellence to their workshops, offering expertise in early childhood, elementary, junior high, high school, special education and second language instruction.

The Award Winning resources spanning Kindergarten to Grade 12 are written by teachers for teachers, parents and children.

The resources have been approved as a teacher resource by various Departments of Education because of the strong links and alignment to their State and Provincial Mathematics Curriculum, the N.C.T.M. Standards and now, the new Common Core Curriculum Standards for the United States.

The authors have created over 1000 games and activities that focus on thinking, reasoning, and problem solving.

The games incorporate the use of motivating manipulatives (cards, dice and special multi-sided dice) and provide opportunities for students to write and talk about their learning.

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 23 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Enrich LA hereinafter referred to as "Consultant."

Payee's Name Enrich LA Daytime Phone Number 323-813-1768

Email Address team@enrichla.org

Mailing Address 2173 Cedarhurst Drive Los Angeles, CA 90027

Sponsoring Administrator Jill Johnson

Board Approval Date 7/20/2023

Account String 010-90201-0-11100-10000-5810-215-8200

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 $ 6975.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 9/1/23 and terminating on 9/1/24 .
3. Payment Terms: At the end of the 2023-24 school year
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

		Tomas O'Grady		6/5/23
BUSD Authorized Signature/Title	Date	Consultant	Enrich LA	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

ABOUT

Building School Gardens Since 2011

EnrichLA Executive Director and co-founder Tomas O'Grady built his first garden at Thomas Starr King Middle School in 2011 with an accompanying educational garden program and quickly discovered how it benefited the lives of students, staff and the surrounding community. The need for garden education throughout the greater Los Angeles

area and the success at King Middle School led EnrichLA to be founded with the motto: "A Garden in Every School." In the past seven years, EnrichLA has built over 125 gardens at schools across LA. Each garden has transformed its community through increased student involvement and improved aesthetics, improving morale and promoting healthy living.

With over 130 gardens built and a weekly educational Garden Ranger Program at 96 of these schools, EnrichLA connects over 40,000 students a year to the source of their food. EnrichLA reaches over 10x as many schools as the next largest organization in LA. In fact, EnrichLA has the largest garden education program specific to one city in the US. In the last two years, EnrichLA has also become the fasting-expanding garden education program in the nation, and we have no intention of slowing down.

Much of our growth is thanks to our team of active parent volunteers that help with maintenance, coordinate events, organize additional volunteers, and help extend our program's impact beyond the classroom. EnrichLA was recognized by the LA Board of Education with an "Appreciation Award" for our commitment to the overall educational well-being. EnrichLA has also received a "Community Award" from the Associated Administrators of LA, and an "Appreciation Award" from the LA City Council President.



BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 22= by and between the **Burbank Unified School District**, hereinafter referred to as "District", and MB Dance, Inc. hereinafter referred to as "Consultant."

Payee's Name MB Dance, Inc./Garri Dance Studio Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted]

Sponsoring Administrator Jill Johnson

Board Approval Date July 20, 2023

Account String 010-90201-0-17000-10000-5810-215-8700

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 _____

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 $ 425.00 per hour☐/ per day ☒/ per session☒ for a total not to exceed $ 15,800 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on September 1st, 2023 and terminating on December 14th, 2023.
3. Payment Terms: Payment upon completion of service
4. Consultant will provide the following services:

   Dance instruction for TK-5th grades for 12 weeks and a choregraphed 5th grade dance

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 Margie Brady MB Dance, Inc. Date 6/6/23

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

Garri Dance Studio - Bio

Garri Dance Studio, located in Burbank, was founded in 1958 by Peg Garri. Peg was a talented, well-rounded dancer who worked as an MGM Stock Dancer alongside popular entertainers such as Shirley Temple and Donald O'Connor. Now in their seventh decade, Garri Dance Studio has provided opportunities for students of all ages to participate in quality performing arts classes. GDS has earned the Burbank's "Best Dance Studio" Award continuously since 2007 according to the Burbank Leader Reader's Choice Poll.

GDS is an enrollment studio, running on an academic calendar with a year end, fully costumed stage performance every June. Dance, music and musical theatre lessons are offered for all ages and levels, toddler through adult, beginners to advanced students. Dance classes include ballet, tap, jazz, hip hop, musical theatre, hip hop, contemporary & mommy and me. Piano, voice and guitar lessons are also offered. Teaching staff is made up of a diverse group of choreographers and dance educators with a wide range of experience from professional dance company members to industry professionals.

In 2002, under the artistic direction of Megan Baade (also voted "Best Dance Teacher" by the Burbank Leader Reader's Choice Poll), curriculum was expanded to incorporate the Visual & Performing Arts Standards for off-site dance programs. For over a decade, Garri Dance Studio has partnered with many Burbank Unified Schools offering customized After School Programs, Artist in Residencies and Professional Development Workshops. Through its BUSD partnerships, Garri Dance Studio has continually sponsored Burbank Unified Students each year, currently almost $7,000 per year, and growing.

Garri Dance Studio is conveniently located in the heart of the beautiful Magnolia Park District in Burbank. Thoughtfully designed and renovated to better suit the needs of its growing student base, the studio offers three dance rooms with sprung wood dance floors, exposed brick, natural light, high beam ceilings, ballet barres and mirrors.

To learn more about Garri Dance Studio or schedule a free trial lesson, please visit the studio website at www.BurbankDance.com For additional information or references, contact Artistic Director, Megan Baade directly. Email Megan.Baade@gmail.com

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 20th of July, 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Joshua Evans hereinafter referred to as "Consultant."

Payee's Name Joshua Evans Daytime Phone Number [redacted]

Email Address [redacted]com

Mailing Address [redacted] CA 91423

Sponsoring Administrator Jill Johnson

Board Approval Date 7/20/23

Account String 010-90201-11100-10000-5810-215-8700

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 _____

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 $ 6500.00 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 1/10/24 and terminating on 3/27/24.
3. Payment Terms: Upon completion of the program
4. Consultant will provide the following services:

   Film workshops for 4th grade students culminating in a film event

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

_____		Josh E		6.5.23
BUSD Authorized Signature/Title	Date	Consultant	Joshua Evans	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

Josh Evans Biography

Josh Evans is an American actor, originally from the Seattle, Washington area. Growing up watching his father act in community theater, he took his interest of acting to college, where he earned a BA in Theatre Arts and Drama from Washington State University. Now in Los Angeles, he continues his acting career in film and television. Prolific behind the scenes as well, he's also a writer, director, and producer. Josh has built this list of behind-the-camera credits with sketch comedy and a short film. He is a founding member of the comedy sketch group, Lonely T-Rex. Mr. Evans is also the campus director and Improv teacher at Act one Theatre Camp and has worked with numerous schools and students.

BURBANK UNIFIED SCHOOL DISTRICT

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AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 22 of September , 2022 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Rooted Leadership hereinafter referred to as "Consultant."

Payee's Name Rooted Leadership Daytime Phone Number [redacted]

Email Address [redacted].com

Mailing Address [redacted] CA 90016

Sponsoring Administrator Matt Hill, Superintendent

Board Approval Date July 20, 2023

Account String 01.0-01500.0-00000-21400-5810-7422040

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 $45,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 8/1/2023 and terminating on 5/31/2024 .
3. Payment Terms: $22,500 due no later than 8/20/23; $11,250 due no later than 12/31/23; $11,250 due no later than 4/30/24
4. Consultant will provide the following services:

   Will provide guidance, direct support, resources, coaching, and supplemental services as aligned to the BUSD DEI objectives. Will deepen the capacity of principals and teacher leaders to implement a DEI action plan.
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.

			6/5/2023	
BUSD Authorized Signature/Title	Date	Consultant	Rooted Leadership	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

Florence S. Culpepper

|rootedleadershipllc@gmail.com|

PROFILE

Dynamic, bold, and authentic. Transformative leader that helps educators leverage their innate strengths to positively impact others. Through connection, powerful truth telling, accountability, and reflection; I empower educators to confidently problem solve, take risks, and stay student centered.

EDUCATION

University of California, Los Angeles
Educational Leadership Program Doctoral Student, 2008-2011 (ABD)

California State University, Northridge
Masters of Arts, Educational Administration, with Distinction, August 2007

Birmingham – Southern College, Birmingham, Alabama
Bachelor of Science, Secondary Education – Social Sciences, January 2001

LEADERSHIP EXPERIENCE

Rooted Leadership LLC, Los Angeles CA - *Consultant*
August 2023 - Present
Educational consultant and leadership coach

Santa Monica-Malibu Unified School District, Santa Monica, CA - *Principal*
July 2015-June 2022
Served as a middle school principal

Santa Monica-Malibu Unified School District, Santa Monica, CA - *Assistant Principal*
July 2011-June 2015
Served as a middle school and high school assistant principal

Los Angeles Unified School District, Los Angeles, CA - *Assistant Principal*
July 2008 - June 2011
Served as a middle school and high school assistant principal

TEACHING EXPERIENCE

Los Angeles Unified School District, Los Angeles, CA - *Teacher, Title I Coordinator & WASC Coordinator*
August 2003 - June 2008

Mountain Brook Schools, Mountain Brook, AL - *Teacher*
August 2001 - June 2003

PRESENTATIONS

Leading Diversity, Equity, & Inclusion: From Hope to Change
August 2022
UCLA - Principals' Leadership Institute

Diversity, Equity, & Inclusion Lens in Action
March 2022
SMMUSD Social Emotional Learning Teacher Professional Development Series

Reimagining the Public School System Using Diversity, Equity, and Inclusion
May 2021
California Association of African-American Superintendents & Administrators (CAAASA) Annual Statewide Summit

Leading Diversity, Equity, & Inclusion Change
February 2021
Pasadena Unified DEI Committee

Dialogue on Race
Facilitator
August 2013
City of Santa Monica/SMMUSD

CERTIFICATIONS & TRAININGS

Olweus Bullying Prevention Program Trainer - Consultant, 2018
Matrix Of Bias, September 2016
Restorative Justice Trainer, Community Building & Harm and Conflict Circles, 2014
National Board Certification, Social Sciences 2006

CREDENTIALS

Single Subject Teaching Credential, Social Science
Administrative Services Credential

Proposal for Burbank Unified School District
Diversity, Equity, and Inclusion (DEI) Site Action Plan Implementation Year 2

Services to Be Performed by Rooted Leadership, LLC:

1. DESCRIPTION OF SERVICES Rooted Leadership, LLC will provide guidance, direct support, resources, coaching, and supplemental services as aligned to the *Burbank Unified* Diversity, Equity, and Inclusion (DEI) objectives. The consultant(s) will further deepen the capacity of principals and teacher leaders to implement their DEI action plans and cultivate a sustainable DEI lens.

   Service providers include a site principal and a veteran humanities teacher leader with experience leading DEI implementation and change initiatives at the site and district levels.

Timeline	Deliverables
August/ Sept 2023 - April/May 2024	*Deepening of Diversity, Equity, and Inclusion Year 2 w/Coaching* Four in-person meetings with secondary and elementary DEI leads. Principals will attend two of the four meetings with their lead(s). There will be a total of eight meetings. Four elementary and four secondary. $32,500 A bank of 50 coaching/consulting hours to work with DEI leads, site admin, and/or district staff to further refine and support the implementation of Diversity, Equity, and Inclusion action goals. This does not include any facilitation of school-based meetings. $12,500 **Total Investment: $45,000**
Total Investment for Deliverables within this Agreement	**$45,000**

2. PAYMENT Burbank Unified School District agrees to pay Rooted Leadership, LLC a total of $45,000 for the services outlined above. Payments will be distributed as follows:
   a. $22,500 is to be paid within 30 days of signing the contract
   b. $11,250 is to be paid no later than December 31, 2024
   c. $11,250 is to be paid no later than April 30, 2024
3. PERFORMANCE OF SERVICES Services will be provided remotely and/or in person according to the agreed-upon schedule. Rooted Leadership will work the agreed-upon hours necessary to fulfill the obligations under this Agreement. Hours will not exceed what is outlined in the option selected. Rooted Leadership, LLC will determine working hours and availability within reason. Additional hours will be billed at the rate of $250/hr.
4. EXPENSE REIMBURSEMENT Rooted Leadership, LLC will cover reasonable travel costs.
5. ACCESS TO RESOURCES Burbank Unified School District will provide access to resources required for the successful execution of the agreement.

Start Date: July/Aug 2023
End Date: May 2024

Consultant: Rooted Leadership, LLC

Client: Burbank Unified School District

_____

Signature

By: _____

Name: _____

Title: _____

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	John M. Paramo, Acting Superintendent
PREPARED BY:	John M. Paramo, Acting Superintendent,
SUBMITTED BY:	Laura Erisman, Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Approval of Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023

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 fourth report to the Board of Education for the 2022-2023 school year. There are no incidents to report.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

John Paramo, Acting Superintendent, recommends that the Board of Education approve the Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023, Report Summary No. 4, April 1 through June 30, 2023, as presented.

Los Angeles County Office of Education
Serving Students ▪ Supporting Communities
Leading Educators

Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2022-2023

District Name: Burbank Unified Date: 7/14/23

Person completing this form: John Paramo Title: Acting Superintendent

Quarter covered by this report (Check One Below):

☐	1st QTR	July 1 to September 30	Due 14-Oct 2022
☐	2nd QTR	October 1 to December 31	Due 13- Jan 2023
☐	3rd QTR	January 1 to March 31	Due 14-Apr 2023
☑	4th QTR	April 1 to June 30	Due 14-Jul 2023

Date for information to be reported publicly at governing board meeting: 7/20/23

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, Acting Superintendent

Signature of District Superintendent _____ Date 7/21/23

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Astrid Gonzalez, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 283
Downey, CA 90242

Telephone: (562) 922-6393
FAX: (562) 803-8325
E-Mail: Gonzalez_Astrid@lacoe.edu

Rev. 05-10-22

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:	July 20, 2023
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960022068 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960022068 concerning services and/or school placement, a formal settlement agreement was offered on June 14, 2023 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

Not to exceed $44,867.08.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960022068, not to exceed $44,867.08, (01.0-65000.0-50010-36000-5813-7440000), effective March 15, 2023 through December 21, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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:	July 202, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

Special Education is required to provide transportation to students per their Individual Educational Program (IEP).

Discussion/Issues:

On occasion, students are transported by LA City Cab, LLC. The Special Education Department has a long history of working with this company to provide said services.

Fiscal Impact:

Not to exceed $350,000.

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 LA City Cab, LLC for transportation services for Special Education Students on an as needed basis, effective July 1, 2023, through June 30, 2024, not to exceed $350,000 (01.0-07240.0-50010-36000-5812-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

TRANSPORTATION AGREEMENT

THIS AGREEMENT entered into on the 1st day of July 2023 by and between the Burbank Unified School District of Los Angeles County, hereinafter referred to as the "District" and LA City Cab, LLC, hereinafter referred to as the "Contractor".

WITNESSETH

That the parties hereto have mutually consented and agreed, for and in consideration of the payments to be made as herein set forth, as follows:

1. SCOPE OF WORK

The Contractor shall provide transportation services for special education students of the Burbank Unified School District on an "as needed" basis. No other fares are to be in the taxi while the Contractor is transporting a District special education student(s), and the driver is to take the most direct routes.

2. PAYMENT/TERM

This contract shall be effective from July 1, 2023, through June 30, 2024, and shall be written for an amount not to exceed Three Hundred Fifty Thousand Dollars ($350,000.00).

3. ASSIGNMENT OF CONTRACT

The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the Board of Education of the Burbank Unified School District.

4. DEFAULT BY CONTRACTOR

If, in the opinion of the Board of Education, the Contractor at any time during the period of this contract, persistently fails to perform satisfactorily the service called for under the contract, or persistently fails to furnish safe and satisfactory equipment or personnel satisfactory to the District representative to operate the equipment or fails to furnish evidence of insurance as required or otherwise fails or neglects to comply with the terms of the contract, the District shall notify the contractor in writing of said failure to perform satisfactorily the work called for, and if the failure shall continue to prevail the District may, without further notice or demand, make arrangements elsewhere for the service or any part thereof and hold the Contractor responsible and liable for damages which may be sustained by the District thereby.

5. FORCE MAJEURE CLAUSES

The parties to the contract shall be excused from performance hereunder during the time and to the extent that they are prevented from obtaining or performing the service by act of God, fire, strike, loss or shortage of transportation facilities, lockout or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

There shall be no obligation on the District to accept or pay for the services herein agreed to be furnished by the Contractor, on those days when, by direction of the Superintendent of the Burbank Unified School District or by order of the Burbank Board of Education, the schools of the District are closed to insure the health or safety of the pupils or for any other lawful reason.

6. DISTRICT NOT LIABLE FOR INJURIES OR DAMAGE TO PROPERTY

The District, the Board of Education of the District, and other school authorities, shall not be liable for injury to any person or persons, or for damage to any property owned by the Contractor or owned by others, arising in any manner whatever out of such transportation furnished by the Contractor.

7. HOLD HARMLESS CLAUSE

The Contractor shall hold harmless and indemnify the District, the Burbank Board of Education, its officers and employees, from every claim or demand which may be made by the reason of:

a. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by **him upon** or in connection **with** his operations, whatever the cause.

b. Any injury to person or property sustained by any person, firm or corporation, caused by an act, neglect, default or omission of the Contractor or any person, firm or corporation, directly or indirectly employed by him or in connection with his operations.

c. Any liability that may arise from the furnishing or use of any copyrighted or uncopyrighted composition, secret process, patented or on patented invention, article or appliance under this contract.

The Contractor at his own cost, expense and risk shall defend any legal proceedings that may be brought against the District, the Board, its officers and employees, on any such claim or demand, and satisfy any judgment that may be rendered against any of them.

8. INSURANCE REQUIREMENTS

The Contractor shall **maintain** insurance satisfactory to the District and as set forth below, during the contract period and shall furnish evidence thereof to Purchasing Services not less than 15 calendar days before new or renewed coverage is required, of each policy on liability coverage, and a Certificate of Insurance on the liability and Workers' Compensation coverage. The certificate shall:

a. Be issued to Purchasing Services, Burbank Board of Education, 1900 West Olive Avenue, **Burbank,** California 91506-2460. The endorsement must be mailed directly from the insurance company to the **Burbank** Unified School District with an original signature.

b. Include a 30-day Cancellation Clause guaranteeing that Purchasing Services will be notified of any cancellation of, or change in, the policy.

Public Liability Insurance The Contractor shall maintain such Public Liability Insurance as will protect him from any claims for damages or personal liability injury including death, and damage to property, which may arise from operations under the contract. Such liability insurance shall:

c. Be maintained in the following Minimum Limits per occurrence:

Bodily Injury	$500,000/1,000,000
Property Damage	$500,000

d. Be extended to include as Additional Insured: The Burbank Unified School District and the **Burbank** Board of Education.

e. Be issued by insurance carriers satisfactory to the District with not less than the first $500,000 of bodily injury coverage and not less than the first $500,000 of property damage lo a company or companies admitted to transact the business of insurance in California. All admitted carriers shall have a rating of not less than B+AAAA by the latest edition of Best's Insurance Guide.

Workers' Compensation Insurance. That Contractor shall **maintain** such insurance as will protect him from claims under Workers' Compensation Insurance Acts which may arise from operations under the contract.

9. PERMITS, LICENSES, LAWS AND REGULATIONS

The Contractor and all of his employees or agents shall secure and maintain in force such licenses and permits as are required by law for furnishing the service herein listed; and shall comply with and observe all provisions of the California Vehicle Code, the State Board of Education of California, any other governmental agency, and the Board of Education of the Burbank Unified School District relating to the transportation of pupils. The contractor shall fill out and return Attachment A, contractor certification form, pursuant to education code section 45125.1.

10. CONTRACTOR NOT OFFICER, EMPLOYEE OR AGENT OF DISTRICT

While engaged in carrying out and complying with the terms and conditions of the contract, the Contractor Is an independent contractor and not an officer, employee or agent of the District.

11. DRUG FREE/ SMOKE FREE/ALCOHOL FREE POLICY:

All District sites are designated drug free/smoke free/alcohol free. The use or abuse of controlled substances, tobacco products and alcohol will not be tolerated.

IN WITNESS WHEREOF, the said Board of Education of Burbank Unified School District has caused this agreement to be by its duly authorized officer, on its behalf, and the said Contractor has signed this Agreement the day and year first above written.

LA CITY CAB, LCC	BURBANK UNIFIED SCHOOL DISTRICT OF LOS ANGELES COUNTY, CALIFORNIA
By:_____	By:_____
Nettabai Ahmed, President	Andrew Cantwell, Assistant Superintendent
Printed Name & Title	Printed Name & Title

APPROVED BY THE LOCAL EDUCATION AGENCY GOVERNING BOARD ON: _____

ATTACHMENT B -TUBERCULOSIS TEST CLEARANCE

In accordance with provisions of Section 49406 of the Education Code, Sections 3450 and 3451 of the Health & Safety Code, Sections 5163 and 5163.1 of the Public Resources Code, and Burbank Unified School District Board Policy and Administrative Regulations, all drivers transporting pupils are required as a condition of the contract to be examined for active tuberculosis at least once every four years for as long as the employee's test remains negative.

It is understood that by signing this document the Contractor agrees that they are in compliance with this requirement.

Dated: _____

Signature: _____

Printed Name & Title _____

Company: _____

ATTACHMENT A- CONTRACTOR CERTIFICATION FORM CERTIFICATION

PURSUANT TO EDUCATION CODE SECTION 45125.1

The District has determined under Education Code Section 45125.1, subdivision (c), that in performing the services to this contract, Contractor's employees may have contact with pupils. As required under Education Code Section 45125.1, subdivision (a), Contract shall require their employees, including the employees, who will provide services pursuant to this contract to submit their fingerprints in a manner authorized by the Department of Justice in order to conduct a criminal background check to determine whether such employees have been convicted of or have charges pending for a felony as defined under Education Code Section 45122.1.
Contract shall not permit any employee to perform services that may come in contact with pupils under this contract until the Department of Justice has determined that the employee has not been convicted of a felony or has criminal charges pending for a felony as defined in Section 45122.1.

Contractor shall certify in writing to the District that all of its employees who may come in contact with pupils have not been convicted of or have criminal charges pending for a felony, as defined in Education Code Section 45122.1

Contractor shall defend, indemnify, protect and hold the District and its agents, officers and employees harmless from and against any an all claims asserted or liability established for damages or injuries to any person or property which arise from or are connected with or are caused or claimed to be caused by Contractor's failure to comply with all of the requirements contained in Education Code Section 45125.1, including, but not limited to, the requirements prohibiting Contractor from using employees who may have contact with pupils who have been convicted or have charges pending for a felony in Education Code Section 45122.1.

It is understood that by signing this document the Contractor agrees that they are in compliance with Education Code Section 45122.1

Dated: _____

Signature: _____

Printed Name & Title _____

Company: _____

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:	July 20, 2023
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 IEE for special education student 960032256, 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 IEE and Speech and Language IEE, not to exceed $10,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960032256, effective July 1, 2023 through December 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

RATIFIED CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 27th day of June 2023 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: 07/20/2023 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: 07/01/2023 and terminating on: 12/30/2023.
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 960032256.
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

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:
Karen Lynn Epport
Consultant/Company

[redacted]
Print Representative Name

[redacted]
Title

[redacted]
Signature
6/27/23

[redacted]
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:	July 20, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

Per the Individual with Disabilities Education Act ("IDEA") students are required to receive related services, as needed to benefit from their educational program. Individual and Parent Counseling are two of these related services. Historically, the district has contracted with non-public agencies to provide these mental health services for its Special Education students. The funding for these services comes from the State and Federal Mental Health budget.

District-wide Goals (2023/2024):

1.5 Continue to implement the Special Education Master Plan.
1.6 Develop new and strengthen existing relationships with community partners to support our students.

Discussion/Issues:

For the 2023/2024 school year, Staff is requesting that the District continue to contract with local mental health service provider and Non-Public Agency, Family Services Agency of Burbank (FSA), to provide these IEP related services to those students who require them per their IEPs. This agency provided the same services during the 2023-2024 school year. As noted in the proposed contract with FSA, the agency would be providing the following services for up to 150 students:

- Individual and/or group counseling as required; to special education students, as specified in their IEPs.
- Parent counseling and education, in support of students' educational and social/emotional needs at school.
- Support and participation at IEP meetings, as needed.
- Communication with District and site based support staff, as needed.

Fiscal Impact:

The fiscal impact of these contracted services would be up to, but not to exceed $363,000. The funding source would be State and Federal Mental Health funds.

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 the Family Services Agency of Burbank to provide IEP-based mental health services for qualifying special education students, effective July 1, 2023 through June 30, 2024, not to exceed $363,000 (01.0-65460.0-57601-11800-5810-7440000), and the authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

FAMILY SERVICE AGENCY OF BURBANK

MENTAL HEALTHCARE SERVICE AGREEMENT 2023-24
BURBANK UNIFIED SCHOOL DISTRICT SPECIAL EDUCATION STUDENTS

This agreement made and entered into this first day of July 2023 between
Burbank Unified School District, hereinafter referred to as "District" and
Family Service Agency of Burbank, hereinafter referred to as "FSA"
for the purpose of providing mental healthcare services to special education students in the
District's Schools as allowed by said program and resources.

The Program Goals and Objectives

The overall goal of this intervention program will be to promote and reinforce skills that will improve students' ability to succeed in school and access the curriculum in the least restrictive environment to allow them to receive educational benefit.

Program Description, Implementation, and Eligibility

"FSA" will provide:

- individual and/or group counseling as required to special education students, as recommended for counseling services by "District" staff, as part of these students' overall educational programs as outlined in the goals and services of their Individual Education Plans (IEP's).
- parent counseling and education for students in the program, as required, in support of each child's educational programs as outlined in the goals and services of their Individual Education Plans (IEP's).
- at the high school and middle school levels, "FSA" will provide quarterly progress updates on goals.
- at the elementary level, "FSA" will provide triannual progress updates on goals.

"FSA" will continue to make IEP attendance a priority, attending all IEP meetings possible.

The "District" will provide:

- "FSA" a current staff roster (school psychologist/case carrier) per campus at the beginning of each contract year.
- "FSA" with an annual IEP Calendar at the beginning of each contract year.
- "FSA" with a quarterly progress and triannual report calendar at the beginning of each contract year.
- reasonable notification (1-week minimum) of newly scheduled IEP meetings and adjustments to the standing calendar will be communicated to "FSA."
- continue to be available to join "FSA's" staff training on the drafting of educationally related social emotional goals for IEP's, when necessary.

The "District" will identify, prior to referral, the appropriate clinical space for "FSA" to provide individual/group student care on campus.

Students will be eligible for "FSA's" care upon parent(s) or guardian(s) signing the I.E.P document and "FSA's" release to treat a minor. It is expected that the "District" will provide these students' parents/guardians with "FSA's" release to treat minor form for signature.

Program Location

The services for this program will be exclusively provided on "District" campuses. Under special circumstances an alternative site, which will be mutually agreed to by the "District" and "FSA", may be deemed clinically more appropriate.

Dates of Implementation and Completion

The program, which will coincide with the school calendar, will be implemented on July 1, 2023, and will be completed June 30, 2024.

It is understood by both parties that extended school year (ESY) services during the summer will be determined by resources available. Contract to be renewed annually thereafter.

Staffing

The program will utilize the appropriate level of clinical, educational, and administrative staff necessary to complete the scope of work.

Equipment and Supplies

Equipment and supplies will be coordinated by "FSA" and the "District."

Program Participation

This special education mental health service program will provide intervention services for special education students enrolled on "District" School campuses that have been determined appropriate for services by the "District" and "FSA" staff.

At capacity, there may be up to 150 students served by this program. Those indirectly impacted will be: classmates, teachers, school support staff, community members, family members, and the greater Burbank community.

Students will rotate in and out of the program as dictated by the services stated in their Individual Education Plans (IEP's).

If a student and his/her family believe it is beneficial to maintain services beyond the IEP designated services, a transfer of care can be made available, when deemed appropriate and resources are available, to "FSA's" existing school-based counseling program. The "District" will confirm available resources with "FSA" prior to offering a transfer to "FSA's" school-based counseling program.

While the focus of support will be on the students being served, parent(s) and "District' staff will be engaged, as needed, to reinforce and support services.

Program Documentation and Communication

"FSA" will :

- maintain documentation/logs for services provided. Service reports will be made available for review upon "District" reasonable request.
- provide the "District's" Director of Special Education and Psychological Services with updates on any significant changes or transitions regarding assigned clinical interns or licensed counselors providing counseling services.
- contact the student's case carrier and inform him/her that they intend on closing the student's clinical file when a student /parent who qualifies for IEP based counseling services, or refuses mental health care, or doesn't respond to "calls" on three consecutive occasions. Only an administrative file will be maintained.

The "District' will:

- provide "FSA" with an updated student/school site referral list in the first month of the new agreement (July).
- provide "FSA" therapists with mailboxes at the schools where they provide services. "District" staff may contact therapists, or "FSA's" program Director, regarding student progress or to schedule meeting participation at "FSA."

GENERAL PROVISIONS

Independent "FSA" Status

While engaged in carrying out and complying with the terms and conditions of Agreement, "FSA" is an independent contractor and not an officer, employee, or agent of the "District".

Indemnification

"FSA" shall, at its own expense, cost, defend, hold harmless and indemnify "District" and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "FSA", its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless and indemnify "FSA" and its officers, agents, and employees from all liability and claims for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "District" its agents, or employees.

Insurance

During the entire term of this contract and any extension or modification thereof, "FSA" shall keep in effect a policy or polices of comprehensive general liability insurance, $2,000,000 for each person. Not later than the effective date of this contract, "FSA" shall provide "District' with satisfactory evidence of insurance, including a provision for thirty (30) calendar day's written notice to "District" before cancellation or material change, evidencing the above specified coverage. "FSA" shall, at its own cost and expense, procure and maintain insurance under Worker's Compensation Law. All policies will name the "District' as Additional Insured.

Modifications and Amendments

This contract may be modified or amended by a written document executed by "FSA" and "District." Changes in the administration agreements of the contract which do not alter the counselling services may be made at any time during the term of the contract, as mutually agreed by the "FSA" and the "District."

Termination

To terminate this contract, either party shall give no less than one hundred and twenty, (120) calendar day's written notice.

Notices

All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to "District' shall be addressed to the Superintendent, for contracts. Notices to "FSA" shall be addressed to "FSA's" address designated herein. The effective date of notice shall be the date of the postmark.

Payment Provisions

The "District's" commitment to these special education mental health care services shall not exceed $363.000.00 for the 2023-2024 school year.

Payment invoices will be submitted to "District." Such invoices shall be payable upon thirty days of receipt. Payment will not exceed the amount committed ($363.000.00) for the school year, 2023-2024.

Summer session services may be added, as amended by a written document executed by "FSA" and "District."

Inspection and Audit

"FSA" shall provide reasonable access to or forward of any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the "District." "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

Audit Exceptions

"FSA" agrees to accept responsibility for receiving, replying to, and/or complying with any related audit exceptions by appropriate state or federal audit agencies occurring as a result of "FSA's" performance of this agreement. Further, "FSA" agrees to pay the "District" within thirty (30) days of demand by "District" the full amount of "District's" liability to the state, if any, resulting from any audit exceptions to the extent such are attributable to "FSA's" failure to perform properly any of its obligations under this contract. Any audit conducted by an appropriate state or federal audit agency shall conform to generally accepted accounting standards and principles.

Confidentiality

"FSA" shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

IN WITNESS WHEREOF, the parties hereto have executed this agreement to be as of the day and year first above written. This agreement is effective July 1, 2023 and terminates June 30, 2024 unless sooner terminates as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE: x _____ DATE: 10/29/23

John Paranjoy Acting Superintendent
Certifying Receipt of Services

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE: Laurie Bleick DATE: 06.29.2023

LAURIE BLEICK, EXECUTIVE DIRECTOR

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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

Since 2017 the District has contracted with Hathaway-Sycamores Child and Family Services, a non-public agency from Pasadena, CA, to provide therapeutic services to students who attend Magnolia Park School, a Special Education Local Plan Area (SELPA) program for students with significant emotional and behavioral challenges. Magnolia Park is located on District property, adjacent to the school site of Monterey High School. The costs for student mental health services at Magnolia Park have historically been shared between three unified school districts (Burbank, Glendale, and La Canada) that comprise the Foothill SELPA. The rationale for contracting with this particular vendor was based on its ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community.

District-Wide Goals, 2021-2022:

1.2 Continue developing and assessing intervention programs specifically for students who qualify for services as English learners, low-socioeconomic, homeless, foster youth, and Special Education students.

Discussion/Issues:

The rationale for contracting with Hathaway-Sycamores was based on their ability to provide more direct on-site and community based Educational Support Services (ESS) to students enrolled at the school. ESS services are intensive mental health services provided to students during the week at school, at home and in the community. These ESS services included twenty-four hour-a-day crisis intervention and after-care management. This embedded support team model has been successful in providing much more direct support for (all) students than had previously been provided by agencies in the past. Furthermore, this model of service delivery reduced the need for individually contracted ESS services at Magnolia Park. The current proposal is to continue with the same service delivery model for the 2023/2024 school year.

Fiscal Impact:

Not to exceed $467,500 from Special Education Mental Health funds for the 2023/2024 school year. As per agreement between the SELPA and the District, BUSD will incur these costs (up- front) and at the end of the school year, the program's expenses will be apportioned per Average Daily Attendance (ADA), based on District of residence, and each of the three districts will be expected to cover their students' costs.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Hathaway Sycamores, to provide Educationally Related Mental Health services for special education students at Magnolia Park School, not to exceed $467,500 (01.0-65460.0-57601-1180-5810-7440000) Effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 14th day of June 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Hathaway-Sycamores Child and Family Services hereinafter referred to as "Consultant."

Payee's Name: Hathaway-Sycamores Child and Family Services Child and Family Services

Daytime Phone Number: 626-395-7100 X5365

Mailing Address: 100 W. Walnut St. Ste. 375 Pasadena CA 91124

Email Address: MFlaherty@sycamores.org

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

Board Approval: 07/20/2023 Account Code: 01.0-65460.0-57601-11800-5810-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$467,500**
2. The term of the Agreement shall be the period commencing on: 07/01/2023 and terminating on: 07/31/2024.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Hathaway-Sycamores Child and Family Services will provide mental health and case management services for the Foothill SELPA Program.
5. The 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 Hathaway-Sycamores Child and Family Services the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

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

District shall save and hold Hathaway-Sycamores Child and Family Services, harmless from and against and shall indemnify Hathaway-Sycamores Child and Family Services for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its agents, subcontractors, employees or other representatives. If Hathaway-Sycamores Child and Family Services is sued in any court for damages by reason of any of the acts of the District, its agents,

subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Hathaway-Sycamores Child and Family Services may defend the same and any expenses, including reasonable attorney's fees, which Hathaway-Sycamores Child and Family Services may pay or incur in defending said action and the amount of any judgment which Hathaway-Sycamores Child and Family Services may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

Jennifer Nicholson
Print Representative Name

Director, Special Education
Title

Signature

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Hathaway-Sycamores Child and Family Services
Consultant/Company

Print Representative Name

Title

Signature

Date

Sycamores
a better life

Foothill SELPA

	BCBA (1)	CWS - Classroom (1)	CWS - Classroom (.5)	School Counselor Licensed - School (1)	Contract Total
Sycamores Cost	155,000	95,000	47,500	170,000	467,500
Foothill SELPA Estimated Cost	**130,000**	**90,000**	**45,000**	**130,000**	

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:	July 20, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to hire an outside agency to provide consultative services and Credentialed Teachers.

District-Wide Goals for 2022-2023:
3 Recruit and retain highly qualified employees.

Discussion/Issues:

Through a mutual agreement, the Consultants shall perform duties associated with special education administrative consulting, program development, training/professional development, and providing credential teachers. Consultants will provide feedback and status information to department heads and Superintendent, as requested.

Fiscal Impact:

Not to exceed $75,000.

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 SpedEx Consulting, to provide consultative services and Credentialed Teachers, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

ADMINISTRATIVE CONSULTATION SERVICES

This document is an agreement between SpedEx Consulting, LLC (hereinafter referred to as the "Consultants") and the Burbank Unified School District (hereinafter referred to as "BUSD").

GENERAL INFORMATION

Statement of Work:

Consultants shall provide administrative consultation services for the district Department of Special Education during the 2023-24 school year, as requested. Funding for consultation services shall not exceed $75,000. However, this amount may be reviewed and adjusted upward if necessary, at the determination of BUSD.

Scope of Work:

Through mutual agreement, the Consultants shall perform duties in-person or virtually to support the Director of Special Education and the Special Education Department, at the request of the Director of Special Education Director. Responsibilities may include, but not be limited to: Professional Coaching; and the creation of Special Education Department systems to ensure compliance, increase efficiency, and maximize financial resources. System creation may be focused in the areas of Medi-Cal Billing, Specialized Programs, Staffing, the acquisition and placement of Paraeducators, Transportation, Legal Compliance, Policies/Procedures/Practices, Professional Development, and other related areas.

Consultants will not provide direct services or independently interact with students.

The Consultants shall provide qualified, experienced, and competent staff for all contract related services.

SCHEDULE

The Consultants will collaborate with BUSD staff regarding the scheduling of consultation services.

IMDEMNIFICATION

Each party agrees to indemnify, hold harmless, defend, and protect the other party from and against all related lawsuits and costs of every kind pertaining to BUSD and the Consultants businesses including reasonable legal fees due to any act or failure to act by BUSD based upon the recommendations provided by the Consultants.

CHANGES TO STATEMENT OF WORK

Any changes or additions to this statement of work shall be authorized by the BUSD, along with approval and the memorialization of terms through signed written documentation between the BUSD and the Consultants.

CONFIDENTIALITY AND NONDISCLOSURE

It is agreed that the Consultants shall not discuss any information regarding any BUSD student or family other than with the appropriate district staff.

INSURANCE

The Consultants shall be fully insured and carry General and Professional Liability Insurance of $1,000,000 for each category. Documentation of this provision can be provided upon request.

COMPENSATION FOR SERVICES

Consultation Rate.....$125.00/hour
Mileage (to/from District Office).....58.5¢/mile

Invoices will be submitted monthly for services provided.
Fees are payable within 30 days upon the receipt of each invoice.

Each of the Parties has executed this Consulting Agreement, both Parties by its duly authorized individual as of the day and year set forth below.

SpedEx Consulting, LLC

_____ _____
Consultant Date

Burbank Unified School District

_____ _____
Authorized District Representative 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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide physical therapy to special education students, 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 $74,880.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and RK Physical Therapy Services PC, to provide physical therapy to special education students, not to exceed $74,880 (01.0-65000.0-57602-11900-5850-7440000), effective August 7, 2023 through May 24, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 26th day of June 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and RK Physical Therapy Services PC hereinafter referred to as "Consultant."

Payee's Name: RK Physical Therapy Services PC Daytime Phone Number: 408-439-1810

Mailing Address: 19151 Blackthorn Drive Santa Clarita CA 91351

Email Address: rkphysicaltherapy@yahoo.com

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

Board Approval: 07/20/2023 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 of $120 per hour for a total not to exceed **$74,880**

2. The term of the Agreement shall be the period commencing on: 08/07/2023 and terminating on: 05/24/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which RK Physical Therapy Services PC will provide up to 16 hours per week, 39 weeks (1 week prior to the start of school and a total of 38 weeks thereafter) of physical therapy to special education students at Burbank Unified School District

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

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

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

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

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

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

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

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

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

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

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

INDEMNIFICATION

RK Physical Therapy Services PC 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 RK Physical Therapy Services PC 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 RK Physical Therapy Services PC, its agents, subcontractors, employees or other representatives referred to in this Agreement, RK Physical Therapy Services PC 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 RK Physical Therapy Services PC 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 RK Physical Therapy Services PC demand.

District shall save and hold RK Physical Therapy Services PC, harmless from and against and shall indemnify RK Physical Therapy Services PC 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 RK Physical Therapy Services PC 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, RK Physical Therapy Services PC may defend the same and any expenses, including reasonable attorney's fees, which RK Physical Therapy Services PC may pay or incur in defending said action and the amount of any judgment which RK Physical Therapy Services PC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

RK Physical Therapy Services PC
Consultant/Company

[redacted]
Rajney Kang PT, DPT
Print Representative Name

[redacted]
Doctor of Physical Therapy
Title

[redacted]
Signature

[redacted]
Date 6/27/2023

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:	July 20, 2023
SUBJECT:	Ratification of Agreement for Professional Services (Special Education)

Background:

The purpose of this agreement for professional services is to hire paraprofessionals to provide support to special education students and special education teachers.

Discussion/Issues:

The District is obligated to provide support for students who attend our schools with Individualized Education Plans (IEP's). The District does not have current staff able to support these students and teachers, therefore, contracting with an agency to remain in compliance with IEP and Ed Code regulations.

Fiscal Impact:

Not to exceed $290,290.

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 ProCare Therapy, to provide up to four (4) paraprofessionals to support special education students and teachers, not to exceed $290,290 (01.0-65000.0-57602-11900-5850-7440000), effective June 5, 2023 through May 25, 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 26th day of June 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and ProCare Therapy hereinafter referred to as "Consultant."

Payee's Name: ProCare Therapy Daytime Phone Number: 408-689-2754

Mailing Address: 5550 Peachtree Parkway, Ste. 500 Email Address: richard.gropper@procaretherapy.com

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

Board Approval: 07/20/2023 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 of $55 per hour for a total not to exceed $290,290 **Amount to include speaking fee, mileage and any additional fees.

2. The term of the Agreement shall be the period commencing on: 06/05/2023 and terminating on: 05/25/2024 (or until District hires for permanent position. If District hires directly, BUSD will give a 2 week notice to ProCare Therapy).

3. Payment Terms: Net 45 Days

4. **District desires to enter into an Agreement in which ProCare Therapy will provide four (4) paraprofessional to support special education students. Each paraprofessional will work up to but not exceed 6.5 hours per day for no more than 203 days (secondary ESY included). Vanessa Norrington will work with ProCare to determine each paraprofessional's daily work hours.**

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

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

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

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

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

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

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

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

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

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

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

INDEMNIFICATION

ProCare Therapy 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 ProCare Therapy 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 ProCare Therapy, its agents, subcontractors, employees or other representatives referred to in this Agreement, ProCare Therapy 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 ProCare Therapy 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 ProCare Therapy demand.

District shall save and hold ProCare Therapy, harmless from and against and shall indemnify ProCare Therapy 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 ProCare Therapy 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, ProCare Therapy may defend the same and any expenses, including reasonable attorney's fees, which ProCare Therapy may pay or incur in defending said action and the amount of any judgment which ProCare Therapy may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director, Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

ProCare Therapy
Consultant/Company

[redacted]
Dakota Long
Print Representative Name

[redacted]
Title Managing Director

[redacted]
Signature Dakota Long

[redacted]
Date 6/27/2023

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:	July 20, 2023
SUBJECT:	Amendment of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to hire an outside Certified Occupational Therapist Assistant (COTA) (as a consultant) to provide support and assessments to Special Education Students. The consultant will assist with assessments, writing the assessment reports and attending IEP's of Special Education Students.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $56,929.

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 Gary D Stromberg & Associates, LLC, to provide a Certified Occupational Therapist Assistant (COTA), not to exceed $56,929 (01.0-65000.0-57602-11901-5850-7440000), effective June 5, 2023 through December 22, 2023, 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 $56,225. Due to rate changes as of July 1, 2023, this amendment increases the total by $704 for a total not to exceed $56,929.

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

AMENDED CONSULTANT AGREEMENT - CHRISTIAN VIRTUCIO

TERM OF AGREEMENT

This Agreement, made and entered into this 9th day of May 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Gary D Stromberg & Associates, LLC hereinafter referred to as "Consultant."

Payee's Name: Gary D Stromberg & Associates, LLC Daytime Phone Number: 716-982-6556

Mailing Address: 3116 S. Mill Ave. #109, Tempe, AZ 85282

Email Address: louisstromberg@gmail.com

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

Board Approval: ~~06/01/2023~~ 07/20/2023 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of SEE SCHEDULE BELOW, for a total not to exceed **$56,929**

2. The term of the Agreement shall be the period commencing on: 06/05/2023 and terminating on: 12/22/2023.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Gary D Stromberg & Associates, LLC will provide a COTA for support and assessments for special education students.

   Extended School Year - June 5, 2023 - July 13, 2023. Secondary hours 7:30am-1:20pm
   Monday - Thursday with the exception of Friday, June 23, 2023 and July 7, 2023.
   No school on Monday, June 19, Monday, July 3 and Tuesday, July 4.
   23 days X 7 hours per day = 161 hours X $65 per hour = **$10,465.**

   Regular School Year - August 15, 2023 - December 22, 2023. 88 days X 8 hours per day = 704 hours X $66 per hour = **$46,464.**

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 Gary D Stromberg & Associates, LLC the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

District shall save and hold Gary D Stromberg & Associates, LLC, harmless from and against and shall indemnify Gary D Stromberg & Associates, LLC for any liability, loss, cost, expense or damage whatsoever caused by reason of any injury sustained by any person or to property by reason of any act, neglect, default or omission of District, or any of its

agents, subcontractors, employees or other representatives. If Gary D Stromberg & Associates, LLC is sued in any court for damages by reason of any of the acts of the District, its agents, subcontractors, employees or other representatives referred to in this Agreement, District shall defend said action (or cause same to be defended) as its own expense and shall pay any discharge and judgment that may be rendered in any such action. If District fails or neglects to so defend said action, Gary D Stromberg & Associates, LLC may defend the same and any expenses, including reasonable attorney's fees, which Gary D Stromberg & Associates, LLC may pay or incur in defending said action and the amount of any judgment which Gary D Stromberg & Associates, LLC may be required to pay shall be promptly reimbursed by District upon demand.

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]

Jennifer Nicholson
Print Representative Name

[redacted]

Director, Special Education
Title

[redacted]

Signature

[redacted]

Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Gary D Stromberg & Associates, LLC
Consultant/Company

Louis Stromberg
[redacted]

Print Representative Name

[redacted]

Title Director

[redacted]

Signature 6/6/23

[redacted]

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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

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

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $144,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Lori Pogarian, Speech and Language Pathologist, to provide speech and language therapy, conduct assessments, written reports and attend student IEP meetings, not to exceed $144,000 (01.0-65000.0-57602-11900-5850-7440000), effective August 1, 2023 through May 24, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 14th day of June 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Lori Pogarian hereinafter referred to as "Consultant."

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

Mailing Address: 3027 Henrietta Ave. La Crescenta CA 91214

Email Address: loripogarian@gmail.com

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

Board Approval: 07/20/2023 Account Code: 01.0-65000.0-57602-11901-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a rate of $100 per hour, for a total not to exceed **$144,000**

2. The term of the Agreement shall be the period commencing on: 08/01/2023 and terminating on: 05/24/2024.

3. Payment Terms: Net 45 Days

4. District desires to enter into an Agreement in which Lori Pogarian will provide speech and language assessments, reports, attend IEPs and support BUSD teachers; up to 8 hours per day for 180 days.

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

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

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nicholson
Print Representative Name

[redacted]
Director, Special Educatio
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Lori Pogarian
Consultant/Company

[redacted]
Lori Pogarian
Print Representative Name

[redacted]
Title

[redacted]
Signature

[redacted]
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:	July 20, 2023
SUBJECT:	Amendment of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960001537 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2022-2023 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $2,039.28.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend mileage reimbursement to the parents of Special Education Student 960001537 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,039.28 (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2022 through June 30, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented

Note: The original agreement was approved on July 21, 2022 in the amount of $2,020. This amendment adds an additional $19.28 to increase the total not to exceed $2,039.28.

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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide an Occupational Therapy IEE for Special Education Student 960034223, pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

When a parent of a student with a disability does not agree with the results of a special education assessment of their student, as conducted by the school team, they have the right to obtain an Independent Educational Evaluation (IEE), at no cost to the parent (§300.502).

Fiscal Impact:

Not to exceed $1,475.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Bright Beginnings for Kids, Inc., to provide an Independent Educational Evaluation (IEE) and attend an IEP meeting for Special Education Student 960034223, not to exceed $1,475 (01.0-65000.0-57602-11900-5850-7440000), effective July 21, 2023 through December 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 13th day of June 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Bright Beginnings for Kids, Inc. hereinafter referred to as "Consultant."

Payee's Name: Bright Beginnings for Kids, Inc. Daytime Phone Number: 310-748-3897

Mailing Address: 3424 W. Carson St., Ste 230 Torrance, CA 90503

Email Address: debra@brightbeginningsforkids.com

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

Board Approval: 07/20/2023 Account Code: 01.0-65000.0-57602-11900-5850-7440000

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

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

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

The parties mutually agree as follows:

1. The Consultant agrees to perform the following services for the District, at a total not to exceed **$1,475**
2. The term of the Agreement shall be the period commencing on: 07/21/2023 and terminating on: 12/31/2023.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Bright Beginnings for Kids, Inc. will provide an occupational therapy IEE for Special Education Student 960034223.
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 Bright Beginnings for Kids, Inc. the details of any incident, which may result in a complaint against any Personnel regarding professional services given by the Personnel.

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

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

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

INDEMNIFICATION

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

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

ARBITRATION

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

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

ACKNOWLEDGED AND AGREED TO

District:

Burbank Unified School District
District/Company Name

[redacted]
Jennifer Nichols
Print Representative Name

[redacted]
Director of Special Education
Title

[redacted]
Signature

[redacted]
Date

ACKNOWLEDGED AND AGREED TO

Consultant:

Bright Beginnings for Kids, Inc.
Consultant/Company

[redacted]
Debra M. Shiroma
Print Representative Name

[redacted]
Occupational Therapist
Title

[redacted]
Signature

[redacted]
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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Burbank Unified School District Special Education participates in the Local Education Agencies (LEA) Medi-Cal Billing Option Program. This program allows the District to obtain a Medi-Cal provider number to seek reimbursement for certain Special Education and Health related Services. Paradigm Healthcare will prepare and process claims for the LEA program. This Agreement will be effective for thirty-six (36) consecutive months, commencing on July 1, 2021 through June 30, 2024 to prepare claims for submission on a weekly basis.

Discussion/Issues:

BUSD hires qualified practitioners to provide direct health services to the students. Under this program, the Special Education Department can seek reimbursement for certain services documented in the students' Individual Education Plans (IEPs) or Individual Family Service Plans (IFSPs) through Medi-Cal. BUSD would contract with Paradigm Healthcare for Medi-Cal Local Education Agencies (LEA) Billing services for the 2021-2024 fiscal year(s). Receiving this additional funding through reimbursement pays for non-mandated, supplemental supports for students with IEPs.

Fiscal Impact:

The District agrees to pay Paradigm Healthcare 9% of the total amount received through Medi-Cal LEA billing to the LEA up to $200,000, 12% of the total amount received through Medi-Cal LEA billing to the LEA from $200,000 to $850,000 and 10% of the total amount received through Medi-Cal LEA billing to the LEA above $850,000. In an average year, BUSD typically receives approximately $250,000 Medi-Cal LEA reimbursement. There is an additional fee for preparing the Reimbursement Comparison Schedule report (CRCS) and support the LEA in Medi-Cal billing audits. The fee for CRCS will not exceed $8500. Billing fee schedule is enclosed at the end of this agreement.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Paradigm Healthcare, to provide Medi-Cal Local Education Agencies (LEA) billing options services for the 2023-2024 fiscal year(s), with the understanding that it will automatically renew for an additional period of twenty-four (24) months unless the District or Paradigm Healthcare provides written notice of

cancellation ninety (90) days prior to the renewal date, not to exceed $120,000 ($80,004.00 Special Ed) 01.0-95640.0-50010-27000-5850-7448000, ($39,996.00 Student Services) 01.0-95640.0-00000-27000-5850-7728000, effective July 1, 2021 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

paradigm | healthcare

SERVICE AGREEMENT

This Service Agreement ("Agreement") is entered into as of the 1st day of July 2023 between Paradigm Healthcare Services, LLC, a California Limited Liability Company ("Paradigm") and Burbank Unified School District, a Local Education Agency ("Client"). This Agreement shall commence on the date first set forth above and shall continue in full force and effect through June 30, 2026 ("Initial Term") subject to the termination provisions set forth in Paragraph, "Termination." Unless either party sends written notice to the other party at least 60 days prior to the end of the Initial Term or any subsequent term, this agreement shall automatically renew for an additional year on each July 1 following the Initial Term, subject to termination provisions herein.The phrase "Term of the Agreement" shall refer to the Initial Term and any subsequent renewal period. The phrase "Fiscal Year" as used in this Agreement shall refer to the period July 1 through June 30. The Agreement will govern activities required to be performed by either party to complete obligations undertaken under this Agreement, regardless whether those activities are to be performed during or after the Term of the Agreement.

RECITALS

Paradigm is engaged in the business of providing software services and Medicaid direct service and administrative claiming services to local education agencies, local governmental agencies, school districts, County offices of education, and local education consortia within the State of California.

Client desires to retain Paradigm, and Paradigm desires to be retained by Client, to provide the services described in in the attached Statements of Work and Terms of Service.

STATEMENT OF WORK
LEA BILLING CLAIMS MANAGEMENT SERVICES

Program Implementation Services

1. Paradigm will assist Client with all start-up documentation and any renewal agreements required by the California Department of Health Care Services ("DHCS") to enroll Client as a Medi-Cal Provider, and establish Paradigm as the Client agent for purposes of submitting reimbursement requests under this Agreement.
2. Paradigm will work with Client to assess program potential, establish provider and site databases for effective service tracking, and provide implementation training to Client program coordinator(s). This implementation process will be designed to identify areas of reimbursement and to facilitate an effective partnership between the Client and Paradigm.

Training and Materials

1. Paradigm will provide training to Client's program coordinator(s) and healthcare providers as part of the initial contract implementation and at least annually thereafter. Training will include the following subject areas: DHCS audit requirements for Client's LEA billing program; all necessary information and procedures for submitting Client billing data to Paradigm; and "best practices" to implement and maintain an optimized, audit-ready program.
2. Paradigm will provide Client personnel with all necessary training materials containing a detailed review of the rules and regulations governing the LEA Billing program. At Client's request Paradigm will also make available its proprietary "provider forms" for use in documenting the delivery of healthcare services.

Interim Claims Preparation and Submission

1. Eligibility. Upon the commencement of LEA Billing Services under this Agreement and quarterly thereafter during the Term of the Agreement, Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and identify Medi-Cal numbers within limits imposed by the DHCS and county governments. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder subject to all the confidentiality provisions provided in the Agreement.
2. Claims Submittal.
    2.1. Paradigm will make reasonable efforts to submit each LEA Medi-Cal billing claim eligible for submission pursuant to California law or regulation within thirty (30) days of receipt from Client of all information necessary for processing that claim. Paradigm will also make reasonable efforts to bill retroactive claims existing at the commencement of this Agreement so as to minimize revenue lost due to Medi-Cal's one (1) year billing limit.
    2.2. Paradigm shall make reasonable efforts to verify the completeness and accuracy of information underlying the claims it submits on Client's behalf. Due to the volume of data being processed from manual data entry forms and the necessity of correlating student records from several databases maintained by Paradigm, it is inevitable that some requests for reimbursement (or categories of requests or patients) will be denied or reduced due to incorrect or incomplete supporting data or healthcare insurance information. Paradigm will make reasonable efforts to minimize such denials or reductions. Client acknowledges that such denials are inherent in the LEA billing process, and will not constitute a breach of Paradigm's obligations under this Agreement. Client's sole

and exclusive remedy for any such denial or reduction in reimbursement is to request that Paradigm re-bill such claims. Paradigm will determine in its sole and absolute discretion if such rebilling is reasonable and cost effective. Except as set forth in this paragraph, Paradigm shall not be liable, and Client shall have no remedy, for any denial or reduction in reimbursement to Client for healthcare or administrative services.

2.3. Paradigm shall make reasonable efforts to submit all operational plans and claims made thereunder in a timely manner. However, Paradigm shall not be responsible in any way in the event that any operational plan or any claim made thereunder is submitted late or incomplete directly or indirectly because of the failure or delay by Client or its employees, students, agents or independent contractors in making all necessary information available to Paradigm, or any third party's failure or delay in submitting documentation to the DHCS.

3. Review and Resubmittal. Paradigm will monitor the submittal and payment process, review denials, suspensions, and holds, as reported by DHCS, and make reasonable efforts to resolve any challenged Client reimbursement claim.
4. Management Reports and Program Analysis. Paradigm will provide Client with periodic management reports using provider, procedure, and/or site parameters. The frequency of such reports will be determined by mutual agreement of Paradigm and Client, but in any event shall occur no less frequently than quarterly.

Coordination with Client

1. Information Sharing. Paradigm will provide Client with information regarding program policy, interpretation of policy, and regulatory updates as applicable. Quarterly "Bulletins" will be provided to Client's coordinator(s) to ensure timely communication about program changes and updates to Paradigm's systems and processes.
2. Audit and Site Visit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a program audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party.
3. Paradigm Technologies Software. Paradigm will make available its proprietary web-based software to assist Client Program Coordinator(s) with managing the FERPA parent consent status of students, provider profiles, and service authorizations. Note: Access to any Paradigm Technologies web-based applications requires acceptance of a separate, no-fee online Software License Agreement found at Paradigm's website.

Client's LEA Billing Claims Management Service Obligations

1. Program Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's services, and coordinate with Client's individual program participants.
2. Provider Logs. Client will maintain complete and accurate provider logs of all healthcare services provided by Client and will return the completed logs to Paradigm at the end of each month.
3. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.
4. Official RMTS Participant Roster (TSP). On the last day of the first month of the fiscal quarter, Client will submit to Paradigm the official RMTS participant roster (referred to as the TSP List in the California State RMTS manual).

LEA Billing Claims Management Services Fees

1. Standard Fee Per Approved Service. Paradigm fees for Client LEA Billing claims submitted or originating during the Term of the Agreement will consist of a standard fee for each claimed service that DHCS approves for interim reimbursement ("Interim Approved Claim"). The schedule of Paradigm's standard fees for Interim Approved Claims is set forth in the attached Standard Fee Schedule subject to adjustment in accordance with the terms of following paragraphs.
2. Effect of Increase in Reimbursement Rates. In the event the Federal Medical Assistance Percentage (FMAP) increases or decreases, or DHCS increases or decreases the reimbursement rates to Client for any LEA Billing service interim claim during the Term of this Agreement, Paradigm's standard fee for such services will simultaneously and without requirement of prior notice to Client increase or decrease by the same percentage as the percentage DHCS increase or decrease.
3. Cap on Paradigm Fees. Paradigm's fees for LEA Billing Claims Management Services in any Fiscal Year will be capped according to the dollar value of Client's Interim Approved Claims. Notwithstanding any other provision, the total fees payable to Paradigm based on Interim Approved Claims during any Fiscal Year will not exceed 7% of the dollar value of Interim Approved Claims.
4. Application of Fiscal Year Limits. For purposes of computing Paradigm's fees and fee caps for LEA Billing Claims Management Services, the date of an Interim Approved Claim will be the warrant date of the Remittance Advice Details ("RAD") issued by DHCS granting interim approval of the claim, regardless of when the claim originates or is submitted by Paradigm to DHCS for payment, and regardless of when or whether Client receives payment for the approved claim by DHCS. Paradigm will invoice Client monthly based on Interim Approved Claims identified in DHCS RADs.
5. Approval of Interim Approved Claims After the Termination of the Agreement. Nothing in this Agreement shall constitute a limitation or waiver of Paradigm's entitlement to receive fees based on Interim Approved Claims submitted pursuant to this Agreement whose date of interim approval is after the termination of this Agreement. Paradigm will prepare and submit to DHCS for reimbursement all Client LEA Billing claims arising from services provided by Client prior to termination or expiration and shall receive payment pursuant to the terms of this Agreement upon approval of such claims or part thereof by DHCS. Such claims for reimbursement shall be documented and submitted to Paradigm for submittal to DHCS within six (6) months after the earlier of expiration or termination of this Agreement.
6. Substitution of Alternative Methodology and/or Fee Terms. In the event that any LEA Billing fee arrangements or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

Standard Fee Schedule - LEA Billing Claims Management Services

"Max Interim $s to Client" below lists the maximum interim claim value per unit, according to *current* Medi-Cal reimbursement rates, when performed by a qualified provider; however, not all interim claims will be reimbursed at these rates. Paradigm's fees for Interim Approved Claims will be capped, not to exceed 7% of the dollar value of Interim Approved Claims.

Provider Type	Service	Max Interim $s to Client	Paradigm Standard Fee
Audiologist	Assessment	$ 122.40	$ 15.01
Audiologist	Treatment	$ 56.11	$ 6.88
Health Aide	Treatment	$ 5.28	$ 0.65
Licensed Vocational Nurse	Treatment	$ 6.15	$ 0.75
School Nurse, NP, PHN	Assessment	$ 84.10	$ 10.31
School Nurse, RN, NP, PHN	Treatment	$ 12.02	$ 1.47
School Counselor	Assessment	$ 12.87	$ 1.58
School Psychologist	Assessment	$ 308.84	$ 37.87
School Psychologist, Licensed MFT, Lic./Cred. SW	Treatment	$ 47.18	$ 5.79
Associate Marriage Family Therapist	Treatment	$ 19.36	$ 2.37
Licensed MFT, Lic./Cred. SW	Assessment	$ 12.87	$ 1.58
Associate Clinical Social Worker	Treatment	$ 19.36	$ 2.37
Speech-Language Pathologist	Assessment	$ 67.08	$ 8.22
Speech-Language Pathologist	Treatment	$ 42.35	$ 5.19
Speech-Language Therapy Assistant	Treatment	$ 17.60	$ 2.16
Occupational Therapist	Assessment	$ 141.32	$ 17.33
Occupational Therapist	Treatment	$ 46.61	$ 5.72
Occupational Therapy Assistant	Treatment	$ 20.06	$ 2.46
Physical Therapist	Assessment	$ 145.40	$ 17.83
Physical Therapist	Treatment	$ 40.39	$ 4.95
Physical Therapy Assistant	Treatment	$ 16.89	$ 2.07
Registered Dietician, Respiratroy Therapist	Assessment	$ 12.02	$ 1.47
Registered Dietician, Respiratroy Therapist	Treatment	$ 12.02	$ 1.47
O&M Specialist	Assessment	$ 12.27	$ 1.50
O&M Specialist	Treatment	$ 12.27	$ 1.50
Target Case Management	Treatment	$ 12.02	$ 1.47
Transportation	-	$ 10.20	$ 1.25

STATEMENT OF WORK
SOFTWARE AS A SERVICE

Software as a Service

1. Features & Services. Paradigm will provide access to Client and Client's authorized users its Software, Student Health Network ("SHN"), including at Client's option, add-on features and services (hereinafter referred to as "Features"), as noted in the Software Features & Fee Schedule. Access to any Paradigm Software requires acceptance of a separate, no-fee Online Software License Agreement found at Paradigm's website.
2. Changes to Features. Paradigm reserves the right to make changes to Features that it determines necessary or useful to: (1) maintain or enhance the quality or delivery of Features to Client, (2) maintain or enhance Software and Feature performance, and (3) comply with applicable law and Medicaid claiming policies.

Coordination with Client

1. Support. Paradigm will provide a Care Center available for the use of Client and all Client's authorized users. The Care Center is accessible via toll-free phone and email during normal business hours.
2. Software Coordinator(s). Client will make available designated personnel to assist with the implementation of Paradigm's Software, and coordinate with Client's individual end users.
3. Authorized Users. Client shall be responsible for managing access to the Software and Features by its authorized users. The Client shall have the right to grant and revoke access to the Software and Features to its authorized users as it deems appropriate. The Client shall ensure that its authorized users comply with the terms and conditions of this Agreement.
4. Student Data. Upon commencement of the Agreement and monthly thereafter, Client will provide Paradigm with a file in a format specified by Paradigm of all student data reasonably requested by Paradigm in connection with its performance under this agreement from Client's computer systems or from the computer systems of the individual schools Client comprises.

Software Fees

1. Fees for Software and Features are detailed in the attached Software Features & Fee Schedule.
2. Client will be invoiced as follows:
    2.1. Setup Fees and Maintenance Fees. If applicable, Setup Fees will be invoiced within 30 days of activation of Feature and will be due and payable within the thirty (30) days of the invoice date. Maintenance Fees, if applicable, will be due and payable on an annual basis, invoiced on July 1st of each remaining Fiscal Year during the Term of Agreement after the year in which Setup Fees were paid.
    2.2. Annual License Fees. Annual License Fees are applicable to each Fiscal Year during the Term of the Agreement. Annual License Fees will be assessed each July 1 and divided into equal monthly installments for the duration of the Fiscal Year. Each monthly installment will be due and payable within thirty (30) days of the invoice date. If a Feature with Annual License Fees is activated in the middle of a Fiscal Year, the Annual License Fee will be prorated for the remaining months until the next July 1, and will be divided into equal monthly installments for the remaining duration of the Fiscal Year.
    2.3. If client does not pay any amount due within 60 days, Paradigm reserves the right to terminate Client access to Features.

Software Features & Fees Schedule

Client is electing the following Features and Services as indicated below:

Student Health Network

$3.00 / annual
Quantity 14331

Basic EHR features allowing providers to document screenings, assessments, treatments, and consultations; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments

Fee Type	Annual License Fees
Discount	50 %
Total	**$21,496.50 / annual**

Complete End User Support

$0.00 / annual
Quantity 1

Online training materials; help desk support via toll-free phone and email; unlimited access

Total	**$0.00 / annual**

Student Wellness & Supports Features

$1.00 / annual
Quantity 0

Advanced case management and referral tracking features, behavioral/mental health plan builder, and advanced reporting; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments

Fee Type	Annual License Fees
Total	**$0.00 / annual**

Vaccine Records Management Module

$0.50 / annual
Quantity 0

Features allow users to enter historical vaccine records; track vaccine exemptions; and run vaccine compliance reports; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments

Fee Type	Annual License Fees
Total	**$0.00 / annual**

Vaccine Historial Data Import

$2,500.00

Quantity 0

One-time historical data alignment and data import; fees invoiced upon completion

Fee Type	Setup Fees
Total	**$0.00**

Integration with CAIR

$2,000.00

Quantity 0

Setup of bi-directional integration with California's Immunization Registry (CAIR); fees invoiced upon completion

Fee Type	Setup Fees
Total	**$0.00**

CAIR Integration Maintenance

$750.00 / annual

Quantity 0

Maintenance of bi-directional integration with California's Immunization Registry (CAIR); fees invoiced each July 1 following Setup

Fee Type	Maintenance Fees
Total	**$0.00 / annual**

SIS Data API

$5,000.00

Quantity 0

Application-based integration to retrieve select student data from Client's SIS; setup fee invoiced 30 days after Feature activation

Fee Type	Setup Fees
Total	**$0.00**

SIS Data API Maintenance

$750.00 / annual

Quantity 0

Maintenance of API to retrieve select student data from Client's SIS; ongoing maintenance fee invoiced each July 1 following Setup

Fee Type	Maintenance Fees
Total	**$0.00 / annual**

SSO Activation

$2,000.00

Quantity 0

Application-based integration with Client's Active Windows Director; one-time setup fee invoiced 30 days after Feature activation

Fee Type	Setup Fees
Total	**$0.00**

SSO Maintenance

$750.00 / annual

Quantity 0

Maintenance of application-based integration with Client's Windows Active Directory; maintenance fees invoiced each July 1 following Setup

Fee Type	Maintenance Fees
Total	**$0.00 / annual**

Special Education Data API Activation

$5,000.00

Quantity 0

Application-based integration to retrieve select IEP-related data from Client's system; one-time setup fee; fees invoiced 30 days after Feature activation

Fee Type	Setup Fees
Total	**$0.00**

Special Education Data API Maintanence

$750.00 / annual

Quantity 0

Maintenance of API to retrieve select IEP-related data from Client's system; ongoing maintenance fee invoiced each July 1 following Setup

Fee Type	Maintenance Fees
Total	**$0.00 / annual**

COVID Case Management Module

$0.50 / annual

Quantity 0

Case management workflow for case handler, record of COVID-related communications and referrals, and reporting of quarantined students; cost basis is CBEDS enrollment; annual fees are assessed each Fiscal Year, divided into equal monthly installments

Fee Type	Annual License Fees
Total	**$0.00 / annual**

One-time subtotal	$0.00
Recurring subtotal	$21,496.50 / annual
Total	$21,496.50
You'll save	$21,496.50

STATEMENT OF WORK
CRCS PREPARATION & SUBMISSION SERVICES

Paradigm's CRCS Preparation & Submission Services

1. RMTS Participant Roster and Fiscal Data Processing. Paradigm will assist Client in processing the quarterly RMTS participant roster (referred to as the TSP List in the California State RMTS manual) and fiscal information needed to complete the annual Cost and Reimbursement Comparison Schedule ("CRCS") Workbook for each Fiscal Year applicable to the Term of the Agreement.
2. Medi-Cal Eligibility Ratio. Paradigm will use its proprietary algorithms and know-how to determine Medi-Cal eligibility and calculate the Medi-Cal Eligibility Ratio within limits imposed by the DHCS. Eligibility match information will be retained by Paradigm and will be used solely to provide services hereunder.
3. CRCS Workbook Preparation. Paradigm will compile all required data (including the Random Moment Tine Study Results) as provided by Client and prepare the annual CRCS Workbook in accordance with the claim guidelines approved by DHCS, based on information supplied by Client for each fiscal year, in accordance with the terms of the Agreement. Client will have final approval over the CRCS Workbook submission prepared by Paradigm.
4. CRCS Workbook Submission. Paradigm will coordinate the submittal of the CRCS Workbook to DHCS and provide information as requested by DHCS (including financial bridging documents and LEA eligible services "Production Log") as related to the CRCS Workbook prepared by Paradigm.
5. Audit Support. Paradigm will provide Client personnel with training on audit requirements and program compliance. In the event of a CRCS Workbook audit or review, Paradigm will assist in preparing for and responding to the audit to the extent permitted by DHCS and or any other auditing party (including preparing financial bridging documents and LEA eligible services "Production Log").

Client's CRCS Obligations

1. Fiscal Data Submittal. Client will submit to Paradigm, in a format specified by Paradigm, all fiscal elements needed to complete the CRCS Workbook for each provider for whom reimbursement is sought. Documentation will be submitted to Paradigm no later than sixty (60) days after the end of each Fiscal Quarter for which the CRCS Workbook is to be submitted.
2. Official RMTS Participant Roster (TSP List). On the first day of the fiscal quarter, and again once the list has been re-certified by Client's Regional Agency. Client will submit to Paradigm the official RMTS participant roster.
3. Data Processing & CRCS Submittal. Client will cooperate with Paradigm and will provide Paradigm access to all personnel and files reasonably requested by Paradigm to assist Paradigm in its performance of CRCS Preparation and Submission Services hereunder. In the event Client elects not to utilize Paradigm's services to prepare its annual CRCS Workbook, or fails to make available information necessary to timely complete the CRCS Workbook, Paradigm will not be liable in any manner for resulting termination of Client from participation in the LEA Billing Option or for any resulting disallowance of Client claims.

CRCS Preparation & Submission Services Fees

1. CRCS Workbook Fees. The fee for each CRCS Workbook prepared during the Term of the Agreement will be equal to the lesser of: (i) $150.00 per employee or contractor used in the final calculation of "Total Net Personnel Costs" as reported on Worksheet A, or (ii) 1% of the "Total Medi-Cal Maximum Reimbursable Cost." Paradigm will invoice Client for CRCS Services upon completion of each CRCS Workbook.
    1.1. Client acknowledges that CRCS Workbooks will be audited, and the extent of the audit is determined by DHCS. Client also acknowledges that adjustments will be made to the CRCS Workbook as a result of the audit, and these adjustments are inherent in the CRCS process. Client acknowledges that any audit adjustments will not constitute a breach of Paradigm's obligations under this Agreement or limit Paradigm's entitlement to receive fees for CRCS Services pursuant to this Agreement.
    1.2. In the event that any CRCS fee arrangements, or and part thereof are or become inconsistent with applicable federal or state laws or regulations, or court order, or that any time survey methodology other than RMTS is approved by DHCS for use by Client in determining the percentage of allowable costs for reimbursement, Paradigm will on thirty (30) days written notice provide substitute fee arrangements and/or substitute time survey services consistent with applicable law regulation or court order. Any such substitute fee arrangements shall not increase the total amount Client would otherwise have been required to pay Paradigm for services under this Agreement.

CRCS Termination

Notwithstanding anything to the contrary in this Agreement, Client may terminate Paradigm's CRCS Services by written notice sent no later than sixty (60) days prior to the end of any Fiscal Year for which the CRCS Services would otherwise be provided under this Agreement.

Accordingly, in consideration of the mutual obligations undertaken herein, THE PARTIES AGREE AS FOLLOWS:

1. **Retention**. Client hereby retains Paradigm and grants it the exclusive right to perform the services described in the Statement of Work subject to the terms and conditions set forth below.

2. **Protection of Confidential Information**.

2.1. Definitions.

2.1.1. "Client Confidential Information" shall mean all information in whatever form that Client provides or authorizes to be provided to Paradigm in connection with the services rendered under this Agreement and that at the time of first receipt: (i) is clearly marked "confidential" or "proprietary;" (ii) constitutes protected health information, personal information, or student or pupil information, as defined by any federal or state laws or regulations, including but not limited to the Family Education Rights Privacy Act (FERPA), 20 U.S.C. §1232g, et al., the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, the Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§6501-6506, and the California Education Code (including §49073.1); (iii) is governed by the terms of a Data Use Agreement (DUA) between Client and DHCS; (iv) is otherwise disclosed under circumstances of confidence; or (v) reasonably should be understood by the receiving party to be confidential. Without limiting the foregoing, Client Confidential Information shall include all Client student healthcare data and other student information, and all Medi-Cal data files received by Paradigm as Client's designated custodian. Confidential Information shall not include any information that is or becomes publicly known through no fault of Paradigm, is already known by Paradigm at the time of disclosure based on information received from a source other than Client, or is rightfully received or independently developed by Paradigm after disclosure.

2.1.2. "Paradigm Confidential Information" shall mean all information in whatever form that Paradigm provides or authorizes to be provided to Client in connection with the services rendered under this Agreement and that, at the time of first receipt: (i) is clearly marked "confidential" or "proprietary;" (ii) is otherwise disclosed under circumstances of confidence; or (iii) reasonably should be understood by the receiving party to be confidential. Without limiting the foregoing, Paradigm's Confidential Information shall include all business, marketing, technical, financial, customer, supplier, or other information, data entry means, processed claiming data, instructions, management reports, data file specifications, instructional materials, algorithms, software, forms, boilerplate plans, technologies, know-how related to making eligibility determinations, and data and results derived from the foregoing, except to the extent such Confidential Information is set forth in this Agreement, which is a public record.

2.1.3. "Confidential Information" shall mean Client Confidential Information and Paradigm Confidential Information.

2.2. Protection of Confidential Information.

2.2.1. Each party shall use reasonable and appropriate measures to safeguard and keep confidential all Confidential Information of the other party and shall not disclose, use, or copy any Confidential Information except as necessary to perform its obligations hereunder. Such reasonable and appropriate measures shall be no less than the measures taken by each to protect its own confidential information of a similar nature, but in any event no less than the measures governing protection, maintenance, disclosure, retention and destruction of Confidential Information subject to the terms of any DUA between Client and DHCS and any applicable federal or state laws or regulations.

2.2.2. Paradigm represents that all its employees who work with Confidential Information provided by Client under this Agreement: (i) have received regular training in data security procedures and federal and state laws and regulations applicable thereto; (ii) have reviewed Paradigm's written data security policies and procedures; and (iii) have signed an agreement to be bound by the confidentiality terms contained in this Agreement.

2.2.3. Each party may disclose Confidential Information of the other party to its responsible employees and independent contractors to the extent permitted by law and provided that such employees and independent contractors: (i) have a need to access such Confidential Information for purposes of fulfilling the party's obligations hereunder; (ii) have been informed of the confidentiality provisions of this Agreement; and (iii) have agreed in writing to be bound by such provisions to the same extent as the parties. Each party shall be responsible for any breach of the confidentiality provisions of this Agreement by its employees and independent contractors.

2.2.4. Each party will promptly notify the other of any misuse, unauthorized disclosure, or unauthorized access to Confidential Information, and shall reasonably assist the other in responding to such a breach in accordance with all applicable federal and state laws and regulations. Paradigm will designate a Security Coordinator who shall serve as a first point of contact between Client and Paradigm for matters relating to the management and protection of Client Confidential Information.

2.3. Ownership and Use of Client Confidential Information. Client Confidential Information provided to Paradigm under this Agreement continues to be the property of, and under the control of, Client, and will not be used for any purpose other than the requirements of this Agreement. Without limiting the foregoing, Paradigm will not use personally identifiable student information for commercial or advertising purposes. Nothing in this Agreement shall prohibit Paradigm from using student or other Client Information with all personal identification removed for purposes of training, research, or other activities designed to enhance the services provided to Client and to other Paradigm Clients receiving LEA Billing or MAA services, provided that and to the extent such use is consistent with applicable federal and state laws and regulations.

2.4. Review and Correction. Client represents that it maintains a procedure by which parents, legal guardians, and eligible students can review student records and correct erroneous information; Paradigm does not interact directly with parents, guardians or students, but will cooperate with Client as necessary to allow for the review and correction of student records.

2.5. Retention of Confidential Information.

2.5.1. Paradigm certifies that it will only retain Client's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Paradigm in its reasonable discretion will either destroy all Client Confidential Information in a secure manner or return this Information to Client. Paradigm will confirm in writing its disposition of all Client Confidential Information within five business days of such action.

2.5.2. Client represents that it will only retain Paradigm's Confidential Information for as long a period as is reasonably necessary to fulfill its obligations under this Agreement, including compliance with DHCS audit requirements, and applicable federal and state laws and regulations. At the end of such compliance period, Client will return this Information to Paradigm and confirm such disposition of Paradigm Confidential Information within five business days thereafter.

2.6. Lawful Disclosure. This Paragraph shall not be construed as prohibiting either party from disclosing the other's Confidential Information to the extent required by law, regulation, or court order, provided such party notifies the other party promptly after becoming aware of such obligation and permits the other party to seek a protective order or otherwise to challenge or limit such required disclosure within the time permitted by law.

2.7. Statutory Compliance. A description of Paradigm's procedures to ensure the security and confidentiality of Client Confidential Information in accordance with the terms of this Agreement and all applicable state and federal laws and regulations is incorporated by reference herein, and is available for inspection by Client upon request at Paradigm's office. The parties acknowledge that, notwithstanding any other provision of this Agreement, Client has taken reasonable and appropriate steps to ensure that Paradigm's current practices with respect to Client Confidential Information comply with FERPA requirements, and Client remains legally responsible for any FERPA violations that may occur in the course of Paradigm's performance of services under this Agreement. The parties also acknowledge that they have made best efforts to ensure that this Agreement complies with the requirements of California Education Code §49073.1.

2.8. Continuing Obligations. The obligations contained in this Section, "Protection of Confidential Information," shall survive for a period of twenty (20) years after the expiration or termination of this Agreement.

3. **Accuracy of Information.**

3.1. Client Efforts. Client will make reasonable efforts to insure that the information supplied to Paradigm hereunder shall be true, complete, and accurate in all respects. Client assumes sole responsibility, and Paradigm shall have no liability, for the truth, completeness, and accuracy of all information supplied to Paradigm.

3.2. Paradigm Efforts.

3.2.1. Client acknowledges that Paradigm is not providing Client with legal, medical, or healthcare information or services and that any forms, software, and other materials supplied to Client hereunder are not intended to provide legal, medical, or healthcare advice.

3.2.2. If Paradigm is uploading historical records to its Software, Client assumes sole responsibility for the accuracy of historical data, and Paradigm shall have no liability for the truth, completeness, and accuracy of all information supplied to Paradigm.

4. **Limitation of Liability.**

4.1. In no event shall Paradigm be liable to Client for any incidental, indirect, consequential, special, or punitive damages arising out of or relating to this Agreement, including without limitation damages for lost reimbursements, lost healthcare services, or lost data, regardless of whether Paradigm has been advised of the possibility of such damages, and regardless of whether the claim for damages sounds in contract, tort, or other form of action.

4.2. In no event shall Paradigm's total liability for damages to Client arising out of or related to this Agreement exceed the net fees paid to Paradigm hereunder during the one (1) year period preceding the date on which the first claim alleged to give rise to damages occurs, regardless of the number of claims, causes of action, or amount of the alleged losses.

5. **Licenses and Permits**. Client represents and warrants that: (a) it has all licenses and permits necessary or appropriate to render the medical services it currently provides to its students, and to be eligible for reimbursement from Medi-Cal; (b) Client will maintain such licenses in full force and effect during the Term of this Agreement; and (c) Client has all necessary authority, including approval by the Board of Education if necessary, to enter into this Agreement and to perform all of its obligations hereunder.

6. **Late Fees**. Client will incur a late fee of two percent (2%) per month or any part thereof, or the maximum fee allowed by law, whichever is less, on any invoiced amount unpaid after sixty (60) days. The fees specified herein do not include taxes or similar surcharges, which are the sole responsibility of Client (excluding taxes on Paradigm's gross income).

7. **Indemnification**.

7.1. Client's Indemnification Obligations. Client shall indemnify and hold harmless Paradigm, its managing members, employees, and agents against and from any and all liabilities, claims, demands, losses, damages, and expenses, including reasonable attorneys' fees and costs (collectively "Claims"), to the extent arising from Client's negligence, gross negligence, or intentional misconduct in the course of Client's discharge of its obligations under this Agreement, including without limitation: (i) breach of any provisions of this Agreement by Client; (ii) failure of Client or its health care providers, to provide any service for which reimbursement is sought; (iii) failure of Client or its health care providers to perform health care or related services in accordance with any professional standards applicable thereto; (iv) failure of the Client to provide accurate Confidential Information; or (v) failure of Client or its health care providers to obtain or maintain in good standing any licenses, permits, or registrations required to render the healthcare and related services for which reimbursement is sought. Notwithstanding the foregoing, Client shall not be required to indemnify Paradigm hereunder to the extent that Paradigm is obligated to indemnify Client pursuant to the following paragraph, "Paradigm's Indemnification Obligations."

7.2. Paradigm's Indemnification Obligations. Paradigm shall indemnify and hold harmless Client, its school board, officers, directors, employees, and agents against and from any and all Claims to the extent such claims arise from Paradigm's negligence, gross negligence, or intentional misconduct in the course of performing services under this Agreement. Notwithstanding the foregoing, Paradigm shall not be required to indemnify Client hereunder to the extent that Client is obligated to indemnify Paradigm pursuant to the preceding paragraph, "Client's Indemnification Obligations."

7.3. The indemnification rights set forth in this Section, "Indemnification," are conditional on the following: (i) the party seeking indemnification (each an "Indemnified Party") shall provide prompt written notice of any Claim as to which indemnification is sought to the party from whom indemnification is sought (the "Indemnifying Party"), provided, however, that failure to give such notice shall not relieve the Indemnifying Party of its obligations hereunder except to the extent that it is materially prejudiced thereby; (ii) all Indemnified Parties shall reasonably cooperate with the Indemnifying Party in the defense and settlement of the underlying Claim at no cost to the Indemnified Party; and (iii) the Indemnifying Party shall have full and exclusive authority to defend or settle the underlying Claim, provided that the Indemnifying Party shall not enter into any settlement that includes an admission of liability by the Indemnified Party or injunction against any Indemnified Party without the consent of such Indemnified Party, such consent not to be unreasonably withheld or delayed, and provided further that each Indemnified Party shall have the right to participate in such Claim with counsel of its own selection at its own expense.

8. **Termination.**

8.1. For Cause. Either party may terminate this Agreement upon written notice to the other party if the other party is in material breach of its obligations under this Agreement and such breach is not cured within thirty (30) days after receipt of written notice of the specific nature of such breach (or, in the case of nonpayment of fees, within fifteen (15) days after receipt of written notice). The non-breaching party shall give its reasonable cooperation and assistance to the breaching party in any efforts made to cure such breach.

8.2. Without Cause. The parties may terminate this Agreement at any time by written agreement of both parties, effective as of the date specified in such agreement.

8.3. Effect of Termination. Upon the expiration or termination of this Agreement for any reason:

8.3.1. Payment for Services Completed. All fees Client owes to Paradigm for services provided prior to expiration or termination shall immediately become due and payable upon receipt of an invoice from Paradigm.

8.3.2. Confidential Information. Client shall, upon request, return or destroy, at Paradigm's option, all Confidential Information received from Paradigm and shall certify to Paradigm its compliance with this provision.

8.4. Survival of Terms. All provisions of this Agreement which by their express terms extend beyond expiration or termination of this Agreement or which by their nature so extend shall survive expiration or termination, including but not limited to Paragraphs: "Protection of Confidential Information," "Limitation of Liability," "Indemnification," "Termination," "Paradigm Proprietary Rights," and "Miscellaneous."

9. **Paradigm Proprietary Rights.** Client acknowledges and agrees that Paradigm retains all right, title, and interest, including without limitation all intellectual property rights, in and to Paradigm's Confidential Information (as defined above), and all forms, materials, submissions, and software prepared or supplied by Paradigm. Except as and to the extent otherwise provided in this Agreement, neither this Agreement nor Paradigm's performance of services under this Agreement shall give Client any ownership interest in or license to any of Paradigm's intellectual or other property.

10. **Miscellaneous.**

10.1. Notice. Any notice required or permitted to be given under this Agreement shall be in writing and may be delivered in person, by overnight courier, or by email if confirmed by first class mail, or sent by certified or registered mail, addressed to the other party at the address set forth on the signature page of this Agreement. Notice will be effective as of the date personally delivered, or if by email, three business days after the date of mailing of by first class mail, certified or registered mail, provided that notice received on holidays, weekends or nights will be effective at 9:00 a.m. on the next business day.

10.2. Relationship. It is intended that the relationship of Paradigm to Client shall at all times be that of an independent contractor. Nothing contained in this Agreement is intended or to be construed so as to create any partnership, joint venture, employment, agency, franchise or other representative relationship between the parties. No party hereto, or their respective officers, directors, employees, or agents shall have any express or implied right or authority to assume or create any obligations on behalf of or in the name of the other party, or to bind the other party to any contract, agreement, or undertaking with any third party.

10.3. Governing Law. This Agreement and the rights and obligations of the parties under it shall be subject to, governed by, construed, and enforced pursuant to the laws of the State of California without giving effect to any choice of law principles. Headings are for convenience only.

10.4. Severability. If any provision of this Agreement is held by a court or arbitrator to be invalid or unenforceable, the remaining portions of this Agreement shall remain in full force and effect, and such court or arbitrator shall be empowered to substitute provisions similar to said provision, or other provisions, so as to provide the parties the benefits intended by said provision, to the fullest extent permitted by applicable law.

10.5. Arbitration. Any dispute arising in connection with the interpretation or enforcement of this Agreement shall be resolved by compulsory binding arbitration under the auspices of and in accordance with the commercial arbitration rules of JAMS in San Francisco, California before a single arbitrator to be selected by mutual agreement of the parties or, failing such agreement, by JAMS from a list of three arbitrators proposed by each side. The decision of the arbitrator will be final and not appealable. The arbitrator shall interpret and enforce this Agreement in accordance with the laws of the State of California. The arbitrator shall be empowered to award the prevailing party any remedy available in law or equity not specifically precluded by this Agreement, including without limitation injunctive or declaratory relief, and attorneys' fees and costs.

10.6. Other Remedies. The parties acknowledge and agree that any actual or threatened misappropriation or infringement of intellectual property or breach of the confidentiality provisions of this Agreement will cause irreparable harm for which there is no adequate remedy at law, and accordingly, in addition to any other available remedies, a party may seek to enforce its rights with respect to the protection of confidential information or intellectual property hereunder through injunctive relief in any court of competent jurisdiction. In the event that any party is required to commence an action or arbitration to interpret or enforce any of the terms of this Agreement, the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs.

10.7. Force Majeure. Neither party shall be liable for any delay or failure to perform its obligations hereunder (except for any obligation to pay fees) resulting from any cause beyond its reasonable control, including but

not limited to acts of God, terrorism, weather, fire, explosions, floods, strikes, work stoppages, slowdowns, industrial disputes, accidents, riots, civil disturbances, or acts of government.

10.8. Entire Agreement; Amendment. This Agreement, the online Software License Agreement, and Paradigm's Website Policies constitute the entire agreement between Client and Paradigm, superseding all prior and contemporaneous proposals, negotiations, communications and agreements, written or oral concerning the subject matter hereof. The provisions of these agreements shall be construed to give effect to all provisions therein to the greatest extent possible. In the event of any conflict between the agreements, they shall take precedence over one another in the following order, with each agreement listed taking precedence over all listed after it: this Agreement; the online Software License Agreement; and the Website Policies. This Agreement may be amended only by an instrument in writing duly approved and signed by both parties.

10.9. Assignment. Neither party shall assign or transfer this Agreement without the consent of the other party, which shall not be unreasonably withheld or delayed. Any assignment or transfer in violation hereof shall be null and void.

10.10. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their successors, assignees, and legal representatives. It creates no rights in any third parties including any individual in connection with which reimbursement is sought by Client.

10.11. Counterparts. This Agreement may be executed in any number of faxed, scanned, or original counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

SIGNATURES

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed by duly authorized persons to be effective as set forth herein.

Paradigm Healthcare Services, LLC

Constance Laflamme

2023-04-26

Constance Laflamme, Owner/CEO
1225 4th Street, #363
San Francisco, CA 94158
Tel (415) 616-0920
claflamme@paradigm-healthcare.com

Burbank Unified School District

Sharon Cuseo

2023-06-07

Sharon Cuseo

Assistant Superintendent IS

sharoncuseo@burbankusd.org

Signature Certificate

Reference number: 6QSOW-FJSVN-TAXXW-4Z4DB

Signer	Timestamp	Signature
Constance Laflamme Email: claflamme@paradigm-healthcare.com		
Sent:	26 Apr 2023 22:24:52 UTC	
Viewed:	27 Apr 2023 00:25:59 UTC	
Signed:	27 Apr 2023 00:26:19 UTC	
Recipient Verification:		IP address: 73.92.99.26
✔Email verified	27 Apr 2023 00:25:59 UTC	Location: San Francisco, United States
Sharon Cuseo Email: sharoncuseo@burbankusd.org		
Sent:	26 Apr 2023 22:24:52 UTC	
Viewed:	07 Jun 2023 22:43:22 UTC	
Signed:	07 Jun 2023 22:45:06 UTC	
Recipient Verification:		IP address: 209.129.86.50
✔Email verified	07 Jun 2023 22:43:22 UTC	Location: Burbank, United States

Document completed by all parties on:
07 Jun 2023 22:45:06 UTC

Signed with PandaDoc

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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:	July 20, 2023
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960027933 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2023-2024 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $2,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960027933 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $2,000. (01.0-65000.0-50010-36000-5813-7440000), effective July 1, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

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:	July 20, 2023
SUBJECT:	Ratification of Reimbursement to Parent for Transportation (Special Education)

Background:

Special Education Student 960023284 currently attends a Non Public School (NPS) in the local area. Per Student's Individualized Educational Plan (IEP), Student is eligible to receive related services of transportation to and from school. Students' Parent has agreed to transport Student to and from school for the 2022-2023 extended school year and the 2023-2024 school year.

Discussion/Issues:

The District is obligated to reimburse Student's Parent for mileage costs. This requirement meets the District's obligation to provide a Free and Appropriate Public Education (FAPE) at no cost to parents.

Fiscal Impact:

Not to exceed $9,536.80.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education ratify mileage reimbursement to the parents of Special Education Student 960023284 to transport student from home to the Non Public School (NPS), per IEP, not to exceed $9,536.80 (01.0-65000.0-50010-36000-5813-7440000), effective June 5, 2023 through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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:	July 20, 2023
SUBJECT:	Amended Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to amend an agreement for professional services to hire an outside agency to provide speech and language services to special education students and attend students IEPs.

Discussion/Issues:

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

Fiscal Impact:

Not to exceed $269,895.15.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education amend an agreement between the Burbank Unified School District and TinyEye Therapy Services to provide support to BUSD students with IEPs, not to exceed $269,895.15, (01.0-65000.0-57602-11900-5850-744000), effective November 4, 2022 through July 31, 2023, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Note: The original agreement was approved on November 3, 2022 in the amount of $266,532. This amendment adds an additional $3,363.15 to increase the total not to exceed $269,895.15. It also extends the end date from May 25, 2023 to July 31, 2023.

TinyEYE Therapy Services

Growing Smiles, Mending Spirits, Engaging Children in Their Lives

This expansion order is an Addendum to your original Service Agreement. The amounts listed below are based on the agreed upon service requirements for this order which are above and beyond what has been already signed in the Service Agreement.

General Information

Prepared For:	Jennifer Nicholson	Prepared By:	Louise Grainger
Phone:	8187294405	Email:	louise.grainger@tinyeye.com
Email:	jennifernicholson@burbankusd.org	Date:	06/14/2023
Bill To Name:	Burbank Unified School District		

Service Delivery Information

Start Date: 05/26/2023 End Date: 07/31/2023

Service Products

Product	Price	Total Therapy Hrs	Subtotal
SLP Therapy	$105.00	28.29	$2,970.45
Summer Services			
School Counselling	$110.00	3.57	$392.70
Summer Services			

Totals

Therapy Hours include both Direct and Indirect times.
Indirect times may include but is not limited to:
Planning, Reporting, Consulting, Communication, Assessment, Reporting, Session Notes, Quarterly Progress Reports.

Grand Total **$3,363.15**
All Prices are in **U.S. Dollars**

Summer Services

Greg Sutton, CEO
TinyEYE Therapy Services

Jennifer Nicholson, Coordinator Of Special Education
Burbank Unified School District

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:	July 20, 2023
SUBJECT:	Action on Final Settlement Agreement (Special Education)

Background:

The Board of Education is being asked to approve the Final Settlement Agreement for Special Education Student 960012279 pursuant to California Education Code (Sections 17604 and 35163), as presented in the Confidential Exhibit.

Discussion/Issues:

In an effort to resolve the disagreement between the District and the Parent of Special Education Student 960012279 concerning services and/or school placement, a formal settlement agreement was offered on July 27, 2023 to the Parents. To avoid additional time and expense concerning this matter, the District settled the dispute with the Student's Parents, without admitting any liability.

Fiscal Impact:

No cost to District..

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve Final Settlement Agreement for Special Education Student 960012279, at no cost to District, (01.0-65000.0-50010-36000-5813-7440000), effective July 27, 2023 through June 31, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

Burbank Unified School District
Special Education Department

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services, Hatch & Cesario Attorneys-At-Law (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:

Hatch & Cesario Attorneys-At-Law will provide legal services in regards to various special education matters.

Fiscal Impact:

Not to exceed $75,000.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between Burbank Unified School District and Hatch & Cesario Attorneys-At-Law, to perform specific services, effective July 1, 2023 through June 30, 2024, not to exceed $75,000 (01.0-65000.0-57602-11900-5850-7440000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3313, as presented.

HATCH & CESARIO

ATTORNEYS-AT-LAW

May 31, 2023

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

Re: Legal Services Agreement

Dear Mr. Cantwell:

Enclosed please find a copy of our Agreement for Legal Services for the 2023-2024 fiscal year.

Please review the enclosed Agreement for Legal Services. If it meets with your approval, please initial and sign on page 4 of the agreement. Please retain a signed copy of the agreement for your records and provide me with a signed copy of the agreement for my records.

It has been my pleasure to provide you and Burbank Unified School District with legal services. I appreciate the opportunity to continue working with you and the District in the coming year.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Hatch & Cesario

Melissa Hatch
Enclosures

Ventura
4474 Market Street, Suite 501
Ventura, CA 93003
melissa@hatchcesariolaw.com

www.hatchcesariolaw.com
(805) 639-0090 Office
(805) 980-4218 Fax

San Diego
10531 4S Commons Drive, Suite 583
San Diego, CA 92127
debbie@hatchcesariolaw-sd.com

HATCH & CESARIO

ATTORNEYS-AT-LAW

AGREEMENT FOR LEGAL SERVICES

This Agreement is by and between the Burbank Unified School District ("Client") and Hatch & Cesario, Attorneys-at-Law, Ventura office ("Attorney").

Attorney's Services

Attorney agrees to provide Client with consulting, representational and legal services pertaining to special education and general student matters, including representation in administrative and judicial proceedings, as requested by Client, or as required by law. This Agreement and Attorney's services do not include appeals of special education or other matters. A separate Agreement will be required for additional legal services.

Attorney 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. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation.

Hourly Rates

Client agrees to pay Attorney for services rendered based upon the following rate schedule:

Partners	$250.00
Sr. Associates	$225.00
Mid-level. Associates	$215.00
Jr. Associates	$200.00
Education Consultant	$160.00
Law Clerk	$140.00
Paralegal	$150.00

Attorney shall bill Client for legal services in one-tenth (.10) increments. Attorney reserves the right to charge for actual travel at Attorney's hourly rate.

Costs, Expenses and Other Requirements Applicable to Client

Client agrees to reimburse Attorney for necessary costs and expenses incurred by Attorney on behalf of Client, including the following:

In-office Photocopying	$0.20 per page
Facsimile	$0.50 per page
Scanning	None
Postage	Actual usage
Mileage	IRS mileage rate

Costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis. If Client determines that expert consultation and/or expert witness testimony is necessary, Client shall pay all fees and costs directly to the expert unless Client and Attorney otherwise agree.

Payment for Services

Attorney shall send Client a statement for fees and costs incurred every calendar month. Such statements shall set forth the amount, rate, and description of services provided. Payment by Client against monthly billings is due upon receipt of statements, and is considered delinquent if payment is not received within thirty (30) days of the date of the invoice.

The California Business & Professions Code requires Attorney to inform you whether we maintain errors and omissions insurance coverage applicable to the services to be rendered to you. We hereby confirm that Attorney does maintain such insurance coverage.

Arbitration of All Disputes Including Claims of Malpractice

A. If a dispute or controversy arises between the Client and Attorney regarding the construction, application or performance of any services

under this Agreement, any claim arising out of or relating to this Agreement or its breach shall be submitted to binding arbitration upon the written request of one party after the service of that request on the other party. The parties shall agree upon a neutral and professional arbitrator, or 3-person professional arbitration panel to hear and determine the dispute. The arbitrator or arbitration panel shall have the authority to award to the prevailing party attorneys' fees, costs and interest incurred. The arbitration shall be conducted pursuant to the provider's rules. If the parties cannot agree, then the Superior Court of Ventura County shall choose an impartial arbitrator whose decision shall be final and conclusive on all parties. Attorney and Client shall each have the right of discovery in connection with any arbitration proceeding in accordance with Code of Civil Procedure Section 1283.05. The parties shall bear their own legal fees and costs for all claims. The sole and exclusive venue for the arbitration and or any legal dispute shall be Ventura, California.

B. Notwithstanding subparagraph A above, in any dispute subject to the jurisdiction of the State of California over attorney's fees, charges, costs or expenses, Client has the right to elect arbitration pursuant to the fee arbitration procedures of the State Bar of California, as set forth in California Business and Professions Code Section 6200, *et seq.* Those procedures permit a trial after arbitration, unless the parties agree in writing, after the dispute has arisen, to be bound by the arbitration award. If, after receiving a notice of client's right to arbitrate, Client does not elect to proceed under the State Bar fee arbitration procedures, and file a request for fee arbitration within 30 days, any dispute over fees, charges, costs or expenses, will be resolved by binding arbitration as provided in the previous subparagraph A.

Because each party is giving up a right, Client is encouraged to have an independent lawyer of Client's choice review these arbitration provisions before agreeing to them.

By initialing below, Client and Attorney confirm that they have read and understand subparagraphs A and B above, and voluntarily agree to binding arbitration. In doing so, Client and Attorney voluntarily give up important constitutional rights to trial by judge or jury, as well as rights to appeal. Client is advised that Client has the right to have an independent lawyer of Client's choice review these arbitration provisions, and this entire agreement, prior to initialing this provision or signing this Agreement.

_____ (Client Initial Here) _____ (Attorney Initial Here)

Discharge of Services

Client may discharge Attorney at any time by written notice. Unless otherwise agreed, and except as required by law, Attorney will provide no further legal services hereunder after receipt of such notice. Attorney may withdraw its services with Client's consent or as allowed or required by law, upon ten (10) days written notice. Upon discharge or withdrawal, Attorney shall transition all outstanding legal work and services to others as Client shall direct.

Term of Agreement

The term of this Agreement is effective July 1, 2023 through June 30, 2024 and may be modified in writing by mutual agreement of Client and Attorney. This agreement shall be terminable by either Attorney or Client upon thirty (30) days written notice.

Burbank Unified School District

Andrew Cantwell, Assistant Superintendent of Administrative Services

Date: 6/7/23

Hatch & Cesario, Attorneys-at-Law

Melissa Hatch, Partner

Date: June 2, 2023

Ventura
4474 Market Street, Suite 501
Ventura, CA 93003
melissa@hatchcesariolaw.com

www.hatchcesariolaw.com
(805) 639-0090 Office
(805) 980-4218 Fax

San Diego
10531 4S Commons Drive, Suite 583
San Diego, CA 92127
debbie@hatchcesariolaw-sd.com

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:	July 20, 2023
SUBJECT:	Approval of Agreement for Professional Services (Special Education)

Background:

The Board of Education is being asked to approve an agreement for professional services to provide a psychoeducational IEE for special education student 960012279, 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 $6,500.

Recommendation:

Jennifer Nicholson, Director of Special Education and Psychological Services, recommends that the Board of Education approve an agreement between the Burbank Unified School District and Marlen Barbee, to provide a Psychoeducational IEE, not to exceed $6,500 (01.0-65000.0-57602-11900-5850-744000) for special education student 960012279, effective July 21, 2023 through April 1, 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

CONSULTANT AGREEMENT

TERM OF AGREEMENT

This Agreement, made and entered into this 7th day of July 2023 by and between the **Burbank Unified School District,** hereinafter referred to as "District", and Marlen Barbee hereinafter referred to as "Consultant."

Payee's Name: Marlen Barbee Daytime Phone Number: 562-449-3683

Mailing Address: 552 E. Carson Street, Suite 104, Carson, CA 90745 Email Address: dr.mbarbee@gmail.com

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

Board Approval: 07/20/2023 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 $6,500 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on: 07/21/2023 and terminating on: 04/01/2024.
3. Payment Terms: Net 45 Days
4. District desires to enter into an Agreement in which Marlen Barbee will provide a psychoeducational IEE for special education student 960012279.
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 Marlen Barbee 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 Marlen Barbee 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

Marlen Barbee 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 Marlen Barbee 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 Marlen Barbee, its agents, subcontractors, employees or other representatives referred to in this Agreement, Marlen Barbee 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 Marlen Barbee 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 Marlen Barbee demand.

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

Marlen Barbee
Consultant/Company

Print Representative Name

Title

Signature

Date

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Burbank High School (Overnight) Field Trip

---

Background:

The Burbank High School Dance Team wishes to travel to Buena Park, CA, for the USA Summer Dance Camp on Monday, July 24, 2023 through Thursday, July 27, 2023.

Discussion/Issues:

Thirty students will travel via bus to Buena Park with Hank Schmidt, Teacher and three chaperones.

Day 1 – Monday, July 24th, students will meet at Burbank High and board buses for transport to Buena Park at 9:30 am. Lunch and registration at Knott's Berry Farm is from 9:30-11:30 am. Students will check into rooms at the Knott's Berry Farm Hotel, 7675 Crescent Avenue, Buena Park, CA 90620. The phone number for the hotel is (714) 995-1111. After a day of camp activities room check will be at 10:00 pm. Lights out at 10:30 p.m.

Day 2 – Tuesday, July 25th, students will have breakfast at the hotel. The team will meet in the ballroom at 7:45 am. After a day of camp activities students will have free time in Knott's Berry Farm. Lunch and dinner will be provided. Students will walk back to hotel at 9:00 pm. Lights out at 10:00 pm

Day 3 – Wednesday, July 26th, students will have breakfast at the hotel. Students will have a full day of camp activities from 8:30 am – 8:30 pm. Lunch and dinner will be provided. Room check will be at 9:00 pm and lights out at 9:30 pm.

Day 4 – Thursday, July 27th, students will have breakfast in hotel lobby at 7:30 am. After a morning of camp activities, students will load bus for trip back to BHS at 1:00 pm. Bus is scheduled to return to BHS at 3:00 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 May 24, 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:
John Paramo, Acting Superintendent, recommends that the Board of Education approve the Burbank High School Dance Team (Overnight) Field Trip request to participate in the USA Summer Dance Camp in Buena Park, CA from Monday, July 24, 2023 through Thursday, July 27, 2023, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Ratification of Burbank High School (Overnight) Field Trip

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Background:

The Burbank High School Cheer Team wishes to travel to Pomona, CA, for the USA Spirit Showtime Cheer Camp on Thursday, July 20, 2023 through Thursday, July 23, 2023.

Discussion/Issues:

Forty-one students will travel via bus to Pomona with Megan Burkhart, Coach and two chaperones.

Day 1 – Thursday, July 20th, students will meet at Burbank High and board buses for transport to Pomona at 6:30 am. Students will check into rooms at the Sheraton Fairplex Hotel and Conference Center, 601 McKinley Ave., Pomona, CA 91768. The phone number for the hotel is (909) 622-2220. Dinner is provided. Camp activities will end at 9:00 pm.

Day 2 – Friday, July 21st, students will have breakfast at the hotel at 7:00 am. Camp activities begin at 8:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time.

Day 3 – Saturday, July 22nd, students will have breakfast at the hotel. Students will have a full day of camp activities from 8:30 am – 6:30 pm. Lunch and dinner will be provided. Dance party is scheduled at 7:00 pm.

Day 4 – Sunday, July 23rd, students will have breakfast in hotel lobby at 7:00 am. After a morning of camp activities, students will load bus for trip back to BHS at 1:00 pm. Bus is scheduled to return to BHS at 3:00 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 will be held on July 17, 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:
John Paramo, Acting Superintendent, recommends that the Board of Education ratify the Burbank High School Cheer Team (Overnight) Field Trip request to participate in the USA 2023 Showtime Cheer Camp in Pomona, CA from Thursday, July 20, 2023 through Sunday, July 23, 2023, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Assistant Superintendent, Educational Services
PREPARED BY:	John Paramo, Assistant Superintendent, Educational Services
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of the Motor Vehicle Network (MVN) Agreement with Burbank Adult School

---

Background:
Part of our plan to grow our programs is focus advertising within the community. This is a proven strategy among adult school institutions, such as with LAUSD. Burbank Adult School (BAS) is committing to the minimum of one-year of advertising at our local DMV location through Motor Vehicle Network. BAS plans to advertise our English as a Second Language classes, high school and High School Equivalency programs, and Career Technical Education courses.

Discussion/Issues:
Partner members in the LARAEC consortium have been using the DMV for marketing and report a significant positive impact on their enrollment. For example, CCUSD reported a jump from 850- 1500 enrollments, and LAUSD reported a general positive upward trend. Outside the LARAEC consotrium, Moorpark's adult education programs also report a positive result from this marketing strategy.

Burbank Adult School also looked into the Pacoima and Van Nuys DMVs. Van Nuys was already commited to LAUSD, and we have more students from the Glendale area than Pacoima, which is more convenient to LAUSD's NVOC.

The 12-month agreement will include:

- Broadcast only at the Glendale DMV – Located at 1335 W. Glenoaks Blvd, Glendale, CA 91201
- Broadcast level includes 2 minutes per hour of advertising of our choosing during the Glendale DMV's operational hours.
- Advertising information will include but are not limited to, high school/high school equivalency, Career tech education, and ESL programs from the adult school.

Fiscal Impact:

Not to exceed $8,550

Recommendation:

John Paramo, Assistant Superintendent, Educational Services recommends that the Board of Education approve the Agreement between Burbank Unified School District and the Motor Vehicle Network not to exceed $8550.00, (11.0-63910.0-41101-27000-5850-5330000, 11.0-63910.0-41102-27000-5850-5330000,11.0-63910.0-41104-27000-5850-5330000, 11.0-63910.0-41106-27000-5850-5330000), effective July 27, 2023 through July 26, 2024, as presented.

mvn MOTOR VEHICLE NETWORK
1 Selleck Street, 3rd Floor
Norwalk, CT 06855
1-800-922-9933
E-mail: info@mvnetwork.com
A division of RNS Communications, Inc.

12-Month Extension Agreement

ADVERTISER:

COMPANY NAME:
Burbank Adult School

ADDRESS, CITY, STATE, ZIP:
3811 W Allan Avenue
Burbank, CA 91505

CONTACT NAME:
Elvis Carias

PHONE # (818) 729.5950 x33909

E-MAIL ADDRESS:
ElvisCarias@burbankusd.org

BILL TO:

COMPANY NAME:
Same

ADDRESS, CITY, STATE, ZIP:

CONTACT NAME:

PHONE # & FAX #:

E-MAIL ADDRESS:

PREFERRED INVOICE DELIVERY: MAIL ☐ EMAIL ☒
(IF EMAIL CHECKED, PLEASE SUPPLY ABOVE)

DMV LOCATIONS, PROGRAM & MONTHLY BILLING PER LOCATION

Broadcast Level (2 min per/hr)

Glendale $750.00 per/mo

12-Month Gross Total: $9,000.00

Less 5% Prepay Discount

12-Month Total Due: $8,550.00 net

SPECIAL INSTRUCTIONS / EXCLUSIVITY:

**Exclusive adult education category in the Glendale DMV – Located at 1335 W Glenoaks Blvd, Glendale, CA 91201

☒ Broadcast Only ☐ Broadcast Feature Sponsor ☐ Broadcast & Spotlight ☐ YouTube Video Program

CONTRACT LENGTH: ☒ 12 24 36 MONTHS
EXTENSION START DATE: 7/27/23
NUMBER OF LOCATIONS: 1
12 MONTH TOTAL AMOUNT DUE: $8,550.00 net

Office Use Only

Source:_____

RNS COMMUNICATIONS, INC.

Jim Costa 4/10/23
Company Representative Signature **DATE**

Jim Costa
Print Name

CLIENT APPROVAL 4/12/23

Client Representative Signature **DATE**

John Paramo 2/1
Print Name **DOB: Month / Day**

As duly authorized officer of Advertiser

Credit Card Payment Information

I/We hereby request paying RNS Communications under the companies preauthorized payment plan to draw each month on the account of:
Deposits are Non-Refundable

Account Number **Expiration Date** **Sec. Code**

Card Holder Name: _____ **Billing Zip Code:** _____

Card Holder Signature: _____

ELECTRONIC FUNDS TRANSFER INFORMATION

CONTACT NAME: _____ SIGNATURE _____

ACCOUNT NUMBER: _____ BANK NAME: _____

ABA ROUTING #: _____ - CHECKING _____ SAVINGS _____

PREFERRED INVOICE DELIVERY: MAIL ☐ OR EMAIL ☐ (IF EMAIL CHECKED, PLEASE SUPPLY ABOVE)

The Terms and Conditions on the reverse of this document are hereby Incorporated by reference and made a part hereof

TERMS AND CONDITIONS

Client Initials: JP **Date:** 4/12/23

1. RNS Communications, Inc ("RNS") agrees to "air" the advertisements submitted to it by Client, subject to DMV's right of approval, in the locations on the Advertising Order Form. All advertisements will air on all "digital displays" located inside the agreed-upon DMV office(s). In the event DMV fails to approve or rejects Client's desired advertisement, or MVN rejects Client's desired advertisement, then this Agreement shall be immediately terminated without further obligation on the part of either Party, and funds paid by Client for ads which have not been aired, or other services which have not been performed, will be immediately refunded in full to Client by RNS.

2. Client acknowledges that: (i) RNS' Motor Vehicle Network ("MVN") is an advertising medium used for creating consumer awareness and brand identity and is a community service entertainment medium; (ii) the MVN is not a direct response medium; (iii) the MVN is a complement to Client's other advertising, similar to the way a national advertiser's billboard ad in a stadium enhances the national advertiser's brand name and national advertiser's media mix; and (iv) the MVN is not a medium that Client can track results like a direct response medium.

3. State officials and/or RNS may require advertisers to bid for advertising positions by sealed bid or another bidding procedure during the term hereof. In such an event, RNS shall notify Client and other advertiser(s), who shall have the right to participate in the bid process. If Client is not a successful bidder, RNS shall cancel this contract without any liability to Client, RNS, or the State.

4. RNS has the right to cancel any contracted advertising prior to the start date, during the course of the advertising schedule, at time of renewal of this contract at its sole discretion, at any time if RNS' contract with DMV is cancelled, if Advertiser becomes involved in an investigation, litigation with any government agency, or be subject to a highly published lawsuit..

5. The term of this contract shall be deemed automatically renewed for additional periods of twelve (12) months each on the same terms and conditions, unless canceled by Client in writing at least one (1) month prior to the expiration date or cancelled by RNS. The start date indicated on this Agreement is a target date, and the annual schedule begins the first day the ad appears in the selected DMV office(s). This date will be indicated on the first invoice.

6. Payments are to be made to RNS within thirty (30) days of receipt of invoice. A late charge of ten dollars ($10) will be applicable, at RNS' discretion, to all payments received by RNS more than thirty (30) days after Client's receipt of invoice. RNS may cancel this Agreement if any payment due hereunder is not received within thirty (30) days of the Client's receipt of invoice. If Client pays by credit card and wants to cancel their recurring payment in order to pay by check or other form of payment, Client must notify RNS in writing at least 30 days prior to the payment charge date.

7. If Advertiser's balance is more than sixty (60) days past due, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract effective upon written notice to Advertiser, and the full balance of the remaining months of the contract, plus past debt and late charges, shall be due and payable in full. If Advertiser fails to provide RNS with initial advertising copy or to approve an advertisement within a reasonable time, such that RNS is unable to begin advertising for Advertiser, RNS reserves the right to discontinue any exclusivity granted to Advertiser and cancel the contract, effective upon written notice to Advertiser. In that event, Advertiser shall forfeit any prepaid fees, deposits, or other upfront funds paid to RNS Communications Inc. as liquidated damages. Should MVN be forced to cancel this Agreement for lack of payment by Advertiser and whereby Advertiser has received a free month of advertising and/or a discounted rate, Company will add back the value of the free month of advertising and the discounted rate to the final balance owed by Advertiser. RNS Communications, Inc. reserves the right to place a lien, and Advertiser hereby grants a lien, on Advertiser's assets, and signer of this Agreement's personal assets, for any amount owed RNS. If outstanding past debt and late charges are not paid in full, RNS reserves the right to report such debt to any applicable credit agencies. Advertiser and signer shall personally be responsible for all expenses associated with the collection of any outstanding balance, together with all costs, expenses, and attorney fees incurred by RNS in any action to collect any sum due hereunder.

8. No payment by Client of a lesser amount than is billed shall be deemed to be other than a partial payment, and no endorsement on a check or letter accompanying a check shall be deemed an accord and satisfaction, and RNS may accept any partial payment without prejudice to its right to recover the balance due.

9. If for any reason this contract must be canceled by Client before the renewal or expiration date, the outstanding balance – plus one hundred percent (100%) of the remaining term of the Agreement – shall be immediately due and payable as liquidated damages due to Client's default.

10. In the event of litigation, each Party will be entitled to its reasonable attorney's fees as part of its damages.

11. If this Agreement is signed by an agent for Client; (a) the agent represents that it has the authority to represent the Client and sign this contract on its behalf; and that the Client is willing and able to pay for the advertisements; (b) Client and agent are jointly and severally liable for all charges due hereunder regardless of; (i) to whom bills are sent; (ii) whether Client has signed this Agreement; and (iii) whether past payments have been made by Client or agent; (c) any sum received by agency from Client, which is based upon advertisements that have been aired, shall be received in trust and shall be held in trust for the benefit of Client and RNS until agency has transmitted the payment due to RNS. *To induce RNS to enter into this Agreement, the signer agrees to be held personally liable for all payments hereunder.*

12. Client shall indemnify, defend, and forever hold harmless RNS, its officers, directors, shareholders, employees, agents, and licensees from and against any and all damages, losses, expenses, claims, costs, and liabilities, including reasonable attorneys fees arising from or related or connected to: (i) all acts done or performed by Client, its agents, employees, licensees, contractors, or any person at the instruction of Client in connection with advertising with RNS or this Agreement; (ii) any claims made by Client in any advertisement, or by Client's inability or failure to fulfill its advertised obligations and commitments; (iii) all breaches by Client of any provision of this Agreement; (iv) any misrepresentation made by Client herein; and (v) all claims made based upon the content or language of any advertisement submitted by Client to RNS.

13. In the event RNS fails to air any advertisement, RNS shall have no liability other than to air the missed advertisement at another time, which is approved by and acceptable to Client, or not to bill Client or to refund any amount RNS had received by Client for commercials that failed to air. RNS does not commission nor provides audited reports of Client's run of schedule.

14. RNS may review any advertisement submitted to it, but is not responsible for content, correctness, or legality and takes no responsibility for same. Client is solely responsible for the correctness, content, and legality of its advertising.

15. The State and MVN have the right to approve or reject all advertising copy; however, Client acknowledges that the approval or rejection of advertising copy by the State does not constitute a representation or warranty by the State of the legality of such copy.

16. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, personal representatives, successors and assigns. A modification shall not relieve the Parties of their obligations to guarantee the prompt performance of and all the obligations hereunder. RNS may assign this Agreement to a third party without the written consent of Client. Pursuant to a merger, consolidation, or a sale of, substantially, all of a Client's assets and/or stock, such assignment or sale of assets shall bind the acquiring party to the fulfillment of this Agreement.

17. This Agreement may be signed in one or more counterparts, each of which shall be considered an original counterpart, and shall become a binding Agreement when the Parties shall have each executed one (1) counterpart.

18. The Parties hereto agree that electronic or facsimile signatures of this Agreement shall be binding and enforceable as original signatures.

19. No failure of RNS to exercise any of its rights hereunder shall be deemed a waiver thereof.

20. RNS has made no representations or warranties to Client other than as set forth in this Agreement.

21. The Parties shall, and thereby do, expressly waive trial by jury in any litigation arising out of, connected with, or relating to this Agreement or the relationship created hereby. With respect to any matter for which a jury cannot be waived, the Parties agree not to assert any such claim as a counterclaim in, nor move to consolidate such claim with, any action or proceeding in which a jury trial is waived.

22. The terms and conditions of this Agreement shall be governed by, and constructed and enforced in accordance with the laws of the State of Connecticut with regard to principals of conflicts of law. Any litigation arising hereunder or relating hereto shall only be brought in the courts of the State of Connecticut or the courts of the United States of America located in Connecticut, in either case, in Fairfield County. The Parties hereto consent to the jurisdiction of such courts; provided, however, notwithstanding the foregoing, that in the event RNS brings an action against Client under this Agreement and commences said action upon first impression within the territorial jurisdiction of Client, then the Parties shall be deemed to have waived their respective rights with respect to the venue provision contained herein. Said waiver shall not be construed in any manner to be a waiver of the choice of law provision contained herein.

23. This Agreement contains all the terms and conditions agreed upon by the Parties hereto with reference to the matter hereof. No other agreements, oral or otherwise, shall be deemed to exist or to bind any of the Parties hereto, and all prior agreements and understanding are superseded hereby. This Agreement cannot be modified or changed, except by written instrument signed by all of the Parties hereto.

Burbank Unified School District

Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Agreement – iHeartMEDIA

Background

With the advent of the adult education consortium structure and the requirements for reporting data, BAS is in a competitive process for the distribution of funding with the other five members of the Los Angeles Regional Adult Education Consortium (LARAEC). The basic data components are enrollment in the program areas, and completion of high school diplomas/equivalents and CTE program certificates. Burbank Adult School (BAS) produces a school catalog that mailed out three times a year to over 69,000 homes to promote its classes and programs.

2023-2024 District-wide Goal(s):

1.0 Students will be career/college ready via high-quality instruction

Discussion/Issues

iHeartMEDIA will provide Burbank Adult School with services to market its educational programs and recruit potential students through the use of iHeartMEDIA marketing campaign to involve Location-Based Behavioral, Location-Based Retargeting, Behavioral Targeting, Marketplace Targeting, Keyword Targeting, Retargeting., iHeart Radio Streaming and REAL 92.3 FM Endorsement spots. The marketing campaign will inform, motivate and encourage potential students to visit BAS, register for classes or programs and attend information/orientation sessions. The focus areas for promotion include the CTE programs and the high school diploma, equivalency and ESL programs. The goal is to maximize enrollment for all non-CTE and CTE programs. The outcomes will be tracked through enrollment, attendance, and program completers.

Fiscal Implications

The estimated cost for the consultant services for the period covering July 21, 2023 through June 30, 2024, is approximately $30,000, which will be paid with California Adult Education Program (CAEP) funds.

Recommendations

John Paramo, Acting Superintendent, recommends that the Board of Education approve the Agreement between the Burbank Unified School District, Burbank Adult School and iHeartMEDIA to provide targeted marketing to maximize enrollment in Adult Education programs, effective July 21, 2023 through June 30, 2024, not to exceed $30,000 (11.0-63910.0-41101-27000-5850-5330000) - $7,500, (11.0-63910.0-41102-27000-5850-5330000) -$7,500, (11.0-63910.0-41104-27000-5850-5330000) - $7,500, (11.0-63910.0-41106-27000-5850-5330000) - $7,500 and that the authority to sign the Agreement be exercised pursuant to BUSD – AR 3314, as presented.

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR CAREER TECHNICAL EDUCATION AND MARKETING SERVICES PROVIDED BY iHeartMEDIA

The Burbank Unified School District (herein "District") and iHeartMEDIA (herein “Consultant”) agree to the following Partnership Agreement (herein "Agreement") with respect to Consultant providing the District Career Technical Educational (herein “CTE”) and Marketing services to successfully complete the outcomes outlined in Section I, Article A of the Agreement (herein “Outcomes”) and improve enrollment for Burbank Adult School (herein “Burbank”).

I. Consultant RESPONSIBILITIES

A. Outcomes
The Agreement is for Consultant to provide complete CTE and Marketing services to achieve the following Outcomes:
   I. Market to maximize enrollment for all non-CTE programs (ASE, ABE, ESL, EL Civics) & CTE programs as mutually determined.

B. Delivery of Services and Administration of Programs
Consultant will be responsible for delivering all CTE and Marketing services, but will collaborate with the District to ensure Outcomes are to the satisfaction of the District.

C. Use of Consultant Services for this Agreement is not Necessarily Binding
A Memorandum of Understanding is not a formal contract and, thus, the Agreement is not fully binding. However, while not a contract, adhering to the conditions of the Agreement is paramount to achieving the Outcomes. Therefore, once the terms of this Agreement have been approved by the proper authorities, it is understood by all parties that all invoices submitted by the Consultant for services rendered must be paid.

D. Schedule to Achieve Outcomes
   I. Efforts to be put forth in a timely manner for the Fall, Spring and Summer Sessions for the 2023/2024 school year.

E. General Description of Requirements to Achieve Outcome I
Though not exhaustive, following are actionable steps and deliverables that are required to complete Campaign 2:

- Provide targeted marketing to maximize enrollment in non-CTE programs including, but not limited to: Location-Based Behavioral, Location-Based Retargeting, Behavioral Targeting, Marketplace Targeting, Keyword Targeting, Retargeting, IHeart Radio Streaming, and REAL 92.3 FM Endorsement Spots
- Campaign 2 will deliver (at least) 3,009,000 targeted impressions as follows:
  July/August, 2023 - 3 weeks, 1,230,000 impressions (600,000 Digital, 630,000 Radio);
  December, 2023 – 3 weeks, 1,230,000 impressions;
  April/May, 2024 – 2 weeks, 630,000 impressions (300,000 Digital, 330,000 Radio).

F. Fees to Be Paid to the Consultant for Each Outcome
Following are the fees that will be paid to the Consultant broken down by session:

Fall 2023	Per monthly invoicing no later than December 1, 2023	$12,000
Spring 2023	Per monthly invoicing no later than March 15, 2023	$12,000
Summer 2024	Per monthly invoicing no later than June 15, 2024	$6,000

G. Coordinator for the CTE and Marketing Services

Consultant will provide a coordinator who will serve as the contact to the District and work with the identified District and Adult School administration to ensure the action steps taken to achieve Outcomes are met.

H. Documentation
Consultant will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: marketing collateral, and other documents as required by the District or any other regulatory body.

I. Public Access
Consultant will ensure that CTE Program courses offered pursuant to this Agreement are advertised are fully open to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator
The District will name an administrator to serve as the contact to Consultant.

B. Reimbursement
The District agrees to pay Consultant invoices as agreed upon in Section 1, Article H. District assures that Consultant invoices will be paid in a timely fashion.

III. GENERAL PROVISIONS

A. Confidentiality
All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and Consultant will remain strictly confidential and will not be disclosed without prior written consent of the other party.

B. Entire Agreement: Amendment
This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

C. Indemnification
Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

D. Governing Law
This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

E. Non-Discrimination
Neither party will discriminate against any Consultant student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

V. DATES AND RESPONSIBLE PERSONNEL

An Action Plan with dates and responsible personnel will be fully developed and made available to all pertinent parties. Responsible parties are below:

Action Plan Dates and Responsible Personnel	TBD
iHeartMEDIA	Alan Derwin, Senior Account Director
District Administrator	John Paramo, Assistant Superintendent

This Memorandum of Understanding (MOU) is effective beginning July 21, 2023 and effective until June 30, 2024.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of July 20, 2023.

BURBANK UNIFIED SCHOOL DISTRICT

_____ Date _____

John Paramo
Assistant Superintendent

iHeartMEDIA

Alan Derwin Date 7/5/23

Alan Derwin
Senior Account Director

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21 of July , 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and iHeartMedia Markets Group hereinafter referred to as "Consultant."

Payee's Name iHeartMedia Markets Group Daytime Phone Number (818) 566-4516

Email Address AlanDerwin@iHeartMedia.com

Mailing Address 3400 West Olive Ave. Suite 550, Burbank, CA 91505

Sponsoring Administrator Dr. John Paramo

Board Approval Date July 20, 2023

Account String 25% each = 11.0-63910.0-41101 (41102, 41104, 41106) -27000-5850-5330000

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 $30,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 21, 2023 and terminating on June 30, 2024 .
3. Payment Terms: invoices paid by BUSD as billed by iHeart for services rendered
4. Consultant will provide the following services:

   Provide targeted marketing of Burbank Adult School courses on iHeartMedia Markets platforms for Fall, 2023, Spring, 2(
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.

Acting Superintendent	Alan Derwin	7/5/2023
BUSD Authorized Signature/Title	Consultant iHeartMedia Markets Group	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	Robyn Anders, Coordinator of Instructional Technology
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Independent Learning Academy Master Agreements

Background

The Independent Learning Academy (ILA) provides a rigorous academic program through independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day, unless he or she is dually enrolled at the ILA and at a middle or high school. The student works independently and meets with a teacher at least once a week. One of the positives of independent study for high school students is that it provides flexible scheduling and allows students the opportunity to develop as self-directed learners. It also allows them to pursue other interests. While independent study students follow the District-adopted curriculum and meet the District graduation requirements, independent study offers flexibility to meet individual student needs, interests, and learning styles.

2023-2024 District-wide Goal(s):

1. Students will be career/college ready via high-quality instruction.

Discussion/Issues

As part of the requirements for an independent study program, the District is required to develop an independent study agreement approved by the governing board. The ILA has developed the Independent Learning Academy Master Agreement to include all of the elements as required by the California Department of Education, including the following: objectives, manner of reporting, methods of study and evaluation, resources, contract timelines, rules, and courses. For 2023-2024, the contract has been adjusted to continue to be compliant with Assembly Bill 130, which addresses daily live interaction for grades 7/8, and one hour per week of synchronous learning for all students.

Fiscal Implications

None.

Recommendations

John Paramo, Acting Superintendent, recommends that the Board of Education approve the Independent Learning Academy Master Agreements for the 2023-2024 school year, effective July 21, 2023, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Independent Learning Academy
2023-2024 Master Agreement

Student's Name_____ Student ID #_____

Duration of Agreement (not to exceed one school year): Start Date _____ End Date_____

Traditional Enrollment; Start Date if Applicable: _____ Course-Based Enrollment; Start Date if Applicable: _____

School of Enrollment: Burbank Unified Independent Learning Academy (ILA)

Location of The Independent Learning Academy Campus: 417 N. Parish Place, Burbank, CA 91506. (Bungalows behind the Burroughs parking lot); 818-729-3475

AGREEMENT: We have read the above conditions for participation, agree to all the terms set forth within, and affirm that this placement is voluntary and is done at the request of the student and parent/guardian in lieu of assignment to a regular classroom. This agreement must be signed by all parties before the beginning date of instruction. For the 2022-2023 school year only, no later than 30 days after the first day of instruction. (AB 130)

CONDITIONS OF PARTICIPATION IN BURBANK UNIFIED INDEPENDENT LEARNING ACADEMY

Voluntary Statement: The Independent Learning Academy (ILA) is a continuously voluntary, optional program in which no student may be required to participate. A program with regular classroom instruction is available at any time in a BUSD school for students who live within the boundaries of the District; students who live outside the regular school attendance boundaries of BUSD will be referred to their school district of residence for regular classroom instruction. Independent Learning may be provided for Section 48915 or 48917 students only if an alternative classroom has been offered and is continually available. The duration of this Master Agreement is no more than one year. (Education Code 51747). Parents/guardians may elect to return their student to regular classroom instruction at any time but are aware that transfer during a semester may cause their student to be behind in credits which may affect promotion/graduation status. Transfer back must occur within 5 school days of parent/guardian request. (AB 130)

Objectives: The objective of the ILA is for students to develop the skills and knowledge necessary to complete each standards-based course taken to fulfill BUSD graduation requirements. ILA is not an alternative curricular program. Specific goals and objectives for each ILA course are consistent with established District guidelines for coursework delivered in a traditional classroom setting and are listed on the syllabus for each course.

Manner of reporting: Supervising teachers will provide weekly communication with students and parents/guardians to address concerns, student progress and enhance student success in the program. 6th,7th, and 8th-grade students will be offered daily live interaction. Additionally, all students (6-12th grade) will be offered one hour per week of synchronous instruction. (AB 130) Additional time will also be required to meet District/State mandated testing, which is usually administered in a group setting. (Education Code 51749.5)

Methods of Study and Evaluation: Specific student activities for assignments, as well as how students will be evaluated for progress in each course, are detailed in the syllabus and/or assignment work records for each course. All assignments will be monitored and progress evaluated each week by a teacher in the same manner they would be in a traditional classroom setting. (Education Code 51749.5)

Resources and Support: BUSD will provide teacher services, academic support, and counseling as needed. Texts, instructional materials, and devices students require for each course will be provided upon request. A list of specific materials is found on each course syllabus. Students will receive the same access to services, resources, rights, and privileges as those in a traditional classroom setting. (Education Code 51749.5)

Course-Based Contract Timelines: Students must complete assigned work and maintain minimum performance levels to remain in the ILA program. Students will be allowed 22 school days to complete a semester course from the initial assignment date. However, when special or extenuating circumstances justify the additional time, the Superintendent or designee may honor the written request of a student or his/her parent/guardian to extend the maximum length of time to complete the course, not to exceed an additional 20 days. Students are expected to earn a minimum of five (5) credits every 22 school days of enrollment in the program. Students in grade 12 who do not complete a semester course within the 22 school days may be denied the privilege of participating in the graduation ceremony at their school of residence. If a student violates any of the criteria listed above, an appeal process is available. All appeals will be made to a committee composed of the Principal of the school, the student's counselor, and the Director of Secondary Education. All decisions from the appeal committee are final. Any student who misses three (3) consecutive assignments and/or appointments, and/or fails to meet this minimum requirement to complete assignments and earn credits will be evaluated, to determine whether it is in his/her best interest to remain in the ILA and may be subject to dismissal from the program and returned to a traditional classroom setting. (Education Code 51749.5)

Traditional Contract Timelines: Students must complete assigned work and maintain minimum performance levels to remain in the ILA program. Students will participate in all of their scheduled courses throughout the semester and will be allotted the amount of time to finish each course as presented on the District Instructional Calendar. Students must make academic progress on each course daily and adhere to the student schedule provided upon enrollment. Students who miss more than 3 assignments and/or one synchronous lesson in a 5-day week will be provided with tiered re-engagements including parent conferences and other district protocols. Continued disengagement will result in a re-evaluation of enrollment. Students not making adequate progress, and who continue to be disengaged may be referred back to their home school.

Rules: Students are expected to follow all school rules. Inappropriate language and/or behavior may be cause for dismissal from the program. More serious violations, including but not limited to possession or use of any controlled substance, dangerous objects, or weapons, will result in a recommendation for suspension or expulsion from the Burbank Unified School District.

Additional Conditions: Students and parents are responsible for all textbooks and instructional materials checked out from ILA and are liable for the cost to replace any of these items lost or damaged by the student. In addition, students are required to report directly to the teacher at the appointed time with all the necessary materials (completed assignments, work in progress, texts, notebooks, and writing instruments) and to participate in the instructional activity specified by the teacher.

Academic and other support for students not performing at grade level or need support in other areas: Tiered Re-engagements
If a student does not complete daily assignments or does not participate in synchronous and live instruction, parents and students will receive the following notifications, communications, and interventions:

1. Students will be expected to make up the work within 1 day unless they have received permission from their teacher for more time. Students missing a day of work completion will receive a phone call or email notification.
2. Students missing 3 days (assignments) within a week will receive a phone call regarding work completion and support.
3. Students missing 5 days (assignments) within a week will be required to attend a support session with the counselor.
4. Students who do not improve their work completion after attending help sessions with the counselor will need to meet with the counselor and the student's parent/guardian to work on a plan of improvement (academics, organization, time management).
5. If a student misses 7 days (assignments) within two weeks or continues to struggle with engagement, participation, and work completion, they will be required to attend a Student Study Team meeting (SST) with the counselor, administrator, and parents to determine if Independent Study is the appropriate educational model or if there are other interventions and supports the student may need for success.

* ELD and other Special Services can be arranged during asynchronous or live support in a pull-out format. Live support can be mandatory for students that require more help and optional for those students that are truly independent.

Independent Learning Academy Academic Honesty Guidelines

Students shall not misrepresent examination materials, research materials, classwork, and/or homework assignments as their own, when in fact they are the work of someone else.

Academic Dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work;
- Copying another student's or author's work or class assignment;
- Allowing another student to copy your work or class assignment;
- Putting your name on someone else's paper/project;
- Using a "cheat sheet," cell phone, website, or any unauthorized piece of writing on a quiz/test;
- Giving another student help on an individualized quiz/test;
- Tampering with the teacher's grade records or tests;
- Stealing and/or selling quizzes/exams* (*This offense will result in an automatic suspension because of the seriousness of the offense.);
- Using teacher manuals/solution manuals/online websites/internet searches that have the answer key; 10.
- Using any material from the Internet without proper citation and appropriate credit.

The teacher grading the class is responsible for determining if academic dishonesty has occurred.

First Offense in a Semester:

1. The student will receive a "zero" on the assignment;
2. The offense will be recorded in the student's records;
3. Supervising teacher will contact the parent/guardian and warn them of possible consequences for subsequent offenses;
4. The director will be notified.

Second Offense in the same or any other class in a Semester:

1. If the class is an A.P. or Honors class, the student may be transferred to a regular class;
2. The student will receive a zero on the assignment;
3. Student's class grade may be dropped by one letter grade at the teacher and/or supervising teacher's discretion;
4. The offense will be recorded in the student's records;
5. Supervising teacher will contact the parent/guardian and warn them of the possible consequences of subsequent

offenses;
6. The director will meet with the student, parent/guardian, and supervising teacher.

Third or Subsequent Offense in the same or any other class in a Semester:

1. The student will receive a zero on the assignment;
2. The student may be dropped/failed, with no attendance credit, from the class in which he/she committed the third or subsequent offense;
3. The offense will be recorded in the student's records;
4. The director will meet with the student, parent/guardian, and supervising teacher;
5. Student's placement at ILA will be reevaluated and he/she may be sent back to their school of residence or an alternative school.

Courses to be taken during this contract period:

Fall Semester		**Spring Semester**	
Subject	**Credits**	**Subject**	**Credits**

AGREEMENT: We have read the above conditions for participation, agree to all the terms set forth within, and affirm that this placement is voluntary and is done at the request of the student and parent/guardian in lieu of assignment to a regular classroom. This agreement must be signed by all parties before the beginning date of instruction. For the 2021-2022 school year only, no later than 30 days after the first day of instruction. (AB 130)

Student Email: _____

Parent 1 Email: _____

Parent 2 Email: _____

SIGNATURES **DATE**

Student: _____ _____

Parent/Guardian 1: _____ _____

Parent/Guardian 2: _____ _____

Supervising Teacher: _____ _____

Superintendent's Designee: _____ _____

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	Robyn Anders, Coordinator of Instructional Technology
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Independent Learning Academy Master Agreements

Background

The Independent Learning Academy (ILA) provides a rigorous academic program through independent study. In independent study, a student is guided by a teacher but usually does not take classes with other students every day, unless he or she is dually enrolled at the ILA and at a middle or high school. The student works independently and meets with a teacher at least once a week. One of the positives of independent study for high school students is that it provides flexible scheduling and allows students the opportunity to develop as self-directed learners. It also allows them to pursue other interests. While independent study students follow the District-adopted curriculum and meet the District graduation requirements, independent study offers flexibility to meet individual student needs, interests, and learning styles.

2023-2024 District-wide Goal(s):

1. Students will be career/college ready via high-quality instruction.

Discussion/Issues

As part of the requirements for an independent study program, the District is required to develop an independent study agreement approved by the governing board. The ILA has developed the Independent Learning Academy Master Agreement to include all of the elements as required by the California Department of Education, including the following: objectives, manner of reporting, methods of study and evaluation, resources, contract timelines, rules, and courses. For 2023-2024, the contract has been adjusted to continue to be compliant with Assembly Bill 130, which addresses daily live interaction for grades 7/8, and one hour per week of synchronous learning for all students.

Fiscal Implications

None.

Recommendations

John Paramo, Acting Superintendent, recommends that the Board of Education approve the Independent Learning Academy Master Agreements for the 2023-2024 school year, effective July 21, 2023, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Independent Learning Academy
2023-2024 Master Agreement

Student's Name_____ Student ID #_____

Duration of Agreement (not to exceed one school year): Start Date _____ End Date_____

School of Enrollment: Burbank Unified Independent Learning Academy (ILA)

Location of The Independent Learning Academy Campus: 417 N. Parish Place, Burbank, CA 91506. (Bungalows behind the Burroughs parking lot); 818-729-3475

AGREEMENT: We have read the above conditions for participation, agree to all the terms set forth within, and affirm that this placement is voluntary and is done at the request of the student and parent/guardian in lieu of assignment to a regular classroom. This agreement must be signed by all parties before the beginning date of instruction. For the 2022-2023 school year only, no later than 30 days after the first day of instruction. (AB 130)

CONDITIONS OF PARTICIPATION IN BURBANK UNIFIED INDEPENDENT LEARNING ACADEMY

Voluntary Statement: The Independent Learning Academy (ILA) is a continuously voluntary, optional program in which no student may be required to participate. A program with regular classroom instruction is available at any time in a BUSD school for students who live within the boundaries of the District; students who live outside the regular school attendance boundaries of BUSD will be referred to their school district of residence for regular classroom instruction. Independent Learning may be provided for Section 48915 or 48917 students only if an alternative classroom has been offered and is continually available. The duration of this Master Agreement is no more than one year. (Education Code 51747). Parents/guardians may elect to return their student to regular classroom instruction at any time but are aware that transfer during a semester may cause their student to be behind in credits which may affect promotion/graduation status. Transfer back must occur within 5 school days of parent/guardian request. (AB 130)

Objectives: The objective of the ILA is for students to develop the skills and knowledge necessary to complete each standards-based course taken to fulfill BUSD graduation requirements. ILA is not an alternative curricular program. Specific goals and objectives for each ILA course are consistent with established District guidelines for coursework delivered in a traditional classroom setting and are listed on the syllabus for each course.

Manner of reporting: Supervising teachers will provide weekly communication with students and parents/guardians to address concerns, student progress and enhance student success in the program. 6th,7th, and 8th-grade students will be offered daily live interaction. Additionally, all students (6-12th grade) will be offered one hour per week of synchronous instruction. (AB 130) Additional time will also be required to meet District/State mandated testing, which is usually administered in a group setting. (Education Code 51749.5)

Methods of Study and Evaluation: Specific student activities for assignments, as well as how students will be evaluated for progress in each course, are detailed in the syllabus and/or assignment work records for each course. All assignments will be monitored and progress evaluated each week by a teacher in the same manner they would be in a traditional classroom setting. (Education Code 51749.5)

Resources and Support: BUSD will provide teacher services, academic support, and counseling as needed. Texts, instructional materials, and devices students require for each course will be provided upon request. A list of specific materials is found on each course syllabus. Students will receive the same access to services, resources, rights, and privileges as those in a traditional classroom setting. (Education Code 51749.5)

Course-Based Contract Timelines: Students must complete assigned work and maintain minimum performance levels to remain in the ILA program. Students will be allowed 22 school days to complete a semester course from the initial assignment date. However, when special or extenuating circumstances justify the additional time, the Superintendent or designee may honor the written request of a student or his/her parent/guardian to extend the maximum length of time to complete the course, not to exceed an additional 20 days. Students are expected to earn a minimum of five (5) credits every 22 school days of enrollment in the program. Students in grade 12 who do not complete a semester course within the 22 school days may be denied the privilege of participating in the graduation ceremony at their school of residence. If a student violates any of the criteria listed above, an appeal process is available. All appeals will be made to a committee composed of the Principal of the school, the student's counselor, and the Director of Secondary Education. All decisions from the appeal committee are final. Any student who misses three (3) consecutive assignments and/or appointments, and/or fails to meet this minimum requirement to complete assignments and earn credits will be evaluated, to determine whether it is in his/her best interest to remain in the ILA and may be subject to dismissal from the program and returned to a traditional classroom setting. (Education Code 51749.5)

Traditional Contract Timelines: Students must complete assigned work and maintain minimum performance levels to remain in the ILA program. Students will participate in all of their scheduled courses throughout the semester and will be allotted the amount of time to finish each course as presented on the District Instructional Calendar. Students must make academic progress on each course daily and adhere to the student schedule provided upon enrollment. Students who miss more than 3 assignments and/or one synchronous lesson in a 5-day week will be provided with tiered re-engagements including parent conferences and other district protocols. Continued disengagement will result in a re-evaluation of enrollment. Students not making adequate progress, and who continue to be disengaged may be referred back to their home school.

Rules: Students are expected to follow all school rules. Inappropriate language and/or behavior may be cause for dismissal from the program. More serious violations, including but not limited to possession or use of any controlled substance, dangerous objects, or weapons, will result in a recommendation for suspension or expulsion from the Burbank Unified School District.

Additional Conditions: Students and parents are responsible for all textbooks and instructional materials checked out from ILA and are liable for the cost to replace any of these items lost or damaged by the student. In addition, students are required to report directly to the teacher at the appointed time with all the necessary materials (completed assignments, work in progress, texts, notebooks, and writing instruments) and to participate in the instructional activity specified by the teacher.

Academic and other support for students not performing at grade level or need support in other areas: Tiered Re-engagements
If a student does not complete daily assignments or does not participate in synchronous and live instruction, parents and students will receive the following notifications, communications, and interventions:

1. Students will be expected to make up the work within 1 day unless they have received permission from their teacher for more time. Students missing a day of work completion will receive a phone call or email notification.
2. Students missing 3 days (assignments) within a week will receive a phone call regarding work completion and support.
3. Students missing 5 days (assignments) within a week will be required to attend a support session with the counselor.
4. Students who do not improve their work completion after attending help sessions with the counselor will need to meet with the counselor and the student's parent/guardian to work on a plan of improvement (academics, organization, time management).
5. If a student misses 7 days (assignments) within two weeks or continues to struggle with engagement, participation, and work completion, they will be required to attend a Student Study Team meeting (SST) with the counselor, administrator, and parents to determine if Independent Study is the appropriate educational model or if there are other interventions and supports the student may need for success.

* ELD and other Special Services can be arranged during asynchronous or live support in a pull-out format. Live support can be mandatory for students that require more help and optional for those students that are truly independent.

Independent Learning Academy Academic Honesty Guidelines

Students shall not misrepresent examination materials, research materials, classwork, and/or homework assignments as their own, when in fact they are the work of someone else.

Academic Dishonesty includes but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work;
- Copying another student's or author's work or class assignment;
- Allowing another student to copy your work or class assignment;
- Putting your name on someone else's paper/project;
- Using a "cheat sheet," cell phone, website, or any unauthorized piece of writing on a quiz/test;
- Giving another student help on an individualized quiz/test;
- Tampering with the teacher's grade records or tests;
- Stealing and/or selling quizzes/exams* (*This offense will result in an automatic suspension because of the seriousness of the offense.);
- Using teacher manuals/solution manuals/online websites/internet searches that have the answer key; 10.
- Using any material from the Internet without proper citation and appropriate credit.

The teacher grading the class is responsible for determining if academic dishonesty has occurred.

First Offense in a Semester:

1. The student will receive a "zero" on the assignment;
2. The offense will be recorded in the student's records;
3. Supervising teacher will contact the parent/guardian and warn them of possible consequences for subsequent offenses;
4. The director will be notified.

Second Offense in the same or any other class in a Semester:

1. If the class is an A.P. or Honors class, the student may be transferred to a regular class;
2. The student will receive a zero on the assignment;
3. Student's class grade may be dropped by one letter grade at the teacher and/or supervising teacher's discretion;
4. The offense will be recorded in the student's records;
5. Supervising teacher will contact the parent/guardian and warn them of the possible consequences of subsequent

offenses;
6. The director will meet with the student, parent/guardian, and supervising teacher.

Third or Subsequent Offense in the same or any other class in a Semester:

1. The student will receive a zero on the assignment;
2. The student may be dropped/failed, with no attendance credit, from the class in which he/she committed the third or subsequent offense;
3. The offense will be recorded in the student's records;
4. The director will meet with the student, parent/guardian, and supervising teacher;
5. Student's placement at ILA will be reevaluated and he/she may be sent back to their school of residence or an alternative school.

Courses to be taken during this contract period:

Fall Semester		**Spring Semester**	
Subject	**Credits**	**Subject**	**Credits**

AGREEMENT: We have read the above conditions for participation, agree to all the terms set forth within, and affirm that this placement is voluntary and is done at the request of the student and parent/guardian in lieu of assignment to a regular classroom. This agreement must be signed by all parties before the beginning date of instruction. For the 2023-2024 school year only, no later than 30 days after the first day of instruction. (AB 130)

Student Email: _____

Parent 1 Email: _____

Parent 2 Email: _____

SIGNATURES **DATE**

Student: _____ _____

Parent/Guardian 1: _____ _____

Parent/Guardian 2: _____ _____

Supervising Teacher: _____ _____

Superintendent's Designee: _____ _____

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of John Burroughs High School Cheer (Overnight) Field Trip

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Background:

The John Burroughs High School Cheer Team wishes to travel to Indian Wells, for the World Class Cheerleading Summer Camp on Tuesday, July 25, 2023 through Thursday, July 27, 2023.

Discussion/Issues:

Thirty-nine students will travel via bus to Indian Wells with Tristen Navarro, Coach and 3 chaperones.

Day 1 – Tuesday, July 25th, students will meet at JBHS and board buses for transport to Indian Wells at 9:00 am. Students will check into rooms at the Renaissance Esmerelda Resort and Spa, 44400 Indian Wells Ln., Indian Wells, CA 92210. The phone number for the hotel is (760) 773-4444. Dinner is provided. Students will receive camp instructions from 6:00 – 8:00 pm. Room check will be at 9:30 pm and lights out at 10:30 pm.

Day 2 – Wednesday, July 26th, students will have breakfast at the hotel at 8:00 am. Camp activities begin at 9:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time to enjoy the resort. Lights out will be 10:30 pm

Day 3 – Thursday, July 27th, students will have breakfast at the hotel. Students will meet to review camp material and participate in a camp show off at 11:30 am. After a 2:00 pm team lunch, students will check out of resort. Students are scheduled to arrive back at JBHS at 6:30 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting was held onApril 12, 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:
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 27, 2023, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Peter Knapik, Director, Elementary Education
PREPARED BY:	Peter Knapik, Director, Elementary Education
SUBMITTED BY:	Glenda Diaz Nolasco, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Contract with Pali Institute for Outdoor Science School

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Background:
For more than twenty years, Outdoor Science School (OSS) has been an integral component of the educational experience at many Burbank Unified School District elementary schools. With parent chaperones, teachers, and classmates, students leave their traditional classrooms for a few days and experience a different type of education; one taught by the likes of rangers, naturists, and ecologists. Typically taking place during the fall and winter months, OSS has become somewhat of a rite of passage for fifth graders.

According to Pali Institute, the OSS curriculum is focused on the study of ecosystems. Students learn about different types of ecosystems, the parts of an ecosystem, how those parts function together, how humans interact with ecosystems, and science processes and practices. The curriculum is correlated to the California Next Generation Science Standards. At OSS, students can learn by experiencing and observing the natural environments that surround our schools and community.

All of this happens far away from Burbank, in the high elevations of the San Bernardino Mountains, California.

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

Discussion/Issues:
This contract is for fifth graders attending Roosevelt Elementary School to participate in outdoor science school offered by Pali Institute. Parents of the elementary school will fundraise to finance OSS through direct parent donations and fundraising activities from the Elementary school's fundraising parent group.

This contract is not to exceed $37,720. This cost does not include transportation.

Several principals have commented that due to the American Civil Liberties Union's (ACLU) recent lawsuit regarding fees vs. donations, it has become much more difficult for their sites to fund this program, as it has been challenging for parent groups and principals to make up the loss

of funds that sites can raise. The District cannot charge individual students for this educational experience. Hence, the cost of OSS is dependent on parent donations and fundraising.

Fiscal Impact:
No direct fiscal impact.

Recommendation:
Peter Knapik, Director, Elementary Education, recommends that the Board of Education approve the contract with Pali Institute effective July 21, 2023, through June 30, 2024, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

PALI INSTITUTE

Date: 6/15/2023
PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888

Contract #: 10052

Dates of Attendance: 02-14-2024 to 02-16-2024

SITE RESERVATION AGREEMENT

This is an agreement between Pali Institute, Inc. and Roosevelt Elementary - Burbank for the use of Pali Institute's Outdoor Education program.

Roosevelt Elementary - Burbank

Matthew Osmond
850 N. Cordova Street, Burbank, California 91505-2923
(818) 558-4668

Trip Details: 3-day Trip

Attendee Type:	Quantity:	Price:	Total:
Student Payee	92	$410.00	$37,720.00
Student Scholarship	3	$0.00	$0.00
Teacher Scholarship	3	$0.00	$0.00
		Total Cost:	$37,720.00

Reservations & Deposits

Initials _____

Pali Institute does not officially reserve space until the deposit and signed agreement are received. The deposit amount will be deducted from the final bill. There is a 25-student minimum to reserve site facilities. Full payment is due 30 days prior to check-in. Any changes to the standard due dates and payment structure are subject to Pali Institute's approval. In exchange for the total payment listed, Pali Institute will provide your students and staff with meals starting with Lunch on 02-14-2024 through Lunch on 02-16-2024, a ten (10) to one (1) student to staff ratio, as well as instruction and supervision administered by Pali Institute Staff.

Late Payment Fees

Initials _____

Full payment is due no later than 30 days prior to check-in. Any last-minute contract changes incurring additional fees will be submitted to Roosevelt Elementary - Burbank, with payment due upon receipt.

If accounts are not paid in full within 15 days following the trip, Pali Institute shall be entitled to recover all expenses (including attorneys' fees) related to the collection of overdue invoices. Any amounts not paid when due shall bear interest at a rate of 1.5% per month or the maximum amount legally allowable, whichever is greater, until such time as all outstanding amounts (including all interest and collection-related expenses) have been paid in full.

DEPOSIT SCHEDULE		
Payment Number	**Amount Due**	**Due Date**
1	$1,500.00	07-17-2023
2	$18,110.00	10-17-2023
3	$18,110.00	01-15-2024

All payments should be made out to Pali Institute, and mailed to:

Pali Institute Attn: Relationship Manager
PO Box 2237, Running Springs, CA 92382

Hold Harmless Agreement

Initials _____

The parties hereby agree to the following:

1. School (and the District of which the School is a part) and Pali hereby mutually release, waive, discharge and covenant not to sue the other, and release their respective directors, officers, shareholders, employees, and agents (hereinafter referred to as "Releasees") from all liability to each other, its employees, students, agents, personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefor on account of injury to person or property or resulting in death, except if caused by the gross negligence or willful misconduct of the Releasees or otherwise while Customer or its employees, clients, students, staff, agents, or representatives are in, upon, or about Pali's property.
2. It is intended that the forgoing release is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
3. This agreement is the product of joint negotiation and drafting. No provision herein will be construed against either party on the basis that a party drafted the language in question.

No oral representations, statements, or inducement inconsistent with the foregoing written agreement have any force or effect unless contained herein.

Scholarships

Initials _____

Pali Institute will issue scholarships to both students and teachers. For students, one (1) scholarship will be allotted for every twenty-five (25) paying students. For teachers, one (1) scholarship will be allotted for every twenty-five (25) paying students. Additionally, for every teacher that attends above the 1:25 scholarship allotment the listed Rate per Teacher Payee will be incurred.

Cancellations

Initials _____

Written cancellations received at least 120 days prior to check-in will be eligible for a refund of all monies paid. Any cancellation received less than 120 days prior to check-in will not be eligible for a refund**.** In those instances of a cancellation beyond 120 days from the arrival date and without No-Fault Cancellation or Post Insurance, there are no refunds. The customer will be permitted to reschedule a trip using its initial deposits, plus a 25% Rescheduling Fee, provided that a rescheduled trip is accomplished within 12 months of the original arrival date and provided further that such rescheduling is subject to availability. If the customer is unable to schedule a trip within that 12-month period including the lack of availability at Pali, or any other reason, the customer shall forfeit its deposit. All cancellations must be sent directly to the business office in writing either via mail or e-mail.

No-Fault Cancellation Insurance

Initials _____

Pali offers a "No-Fault" cancellation insurance for the price of 15% of the contract price paid at signing of the contract. With the No-Fault Insurance in place, a customer may cancel at any time, and for any reason, after the 120-day cutoff with impunity and receive a full refund on all deposits paid to Pali. However, we do ask that you use your best efforts to notify us at least 72 hours in advance because of food inventories and staffing. (The No-Fault insurance also includes coverage for the risks of the Pandemic & Overstay Trip Insurance described below.)

Reductions

Initials _____

The last day to reduce the number of students on your invoice is 12/31/2023 12:00:00 AM, which is 45 days prior to arrival. Any reduction in student attendance numbers received less than 45 days prior to arrival are only eligible for a refund of half (50%) the student cost when submitted with a doctor's note. Schools are unable to reduce their payment numbers below 25 students. Any proposed increase in student numbers is contingent upon availability and must be approved by Pali Institute. **All refund requests are subject to the approval of Pali Institute. A written refund request does not guarantee that a refund will be issued.**

If a student(s) cannot attend due to a last-minute illness, a refund of half (50%) the cost per student will be available if a written refund request is submitted within five (5) days of departure with an attached doctor's note. If Pali Institute approves a refund, it will be submitted to the school or financially responsible organization. Refund requests may be submitted to bridgette@paliinstitute.com.

Guest Room Accommodations and Meals

Initials _____

Our guest rooms vary in size and type and are assigned to event participants based on a variety of factors. Cabins have built-in solid wood bunks, showers and full toilet and sink facilities as well as ample storage for personal belongings. The maximum number of guests in a cabin will not exceed 10 to 1 student to staff ratio.

Meals are served in our dining hall at the following times: Breakfast - 8:00 a.m., Lunch - 12:30 p.m., Dinner - 5:30 p.m. Mealtimes may change due to spacing limits in the dining hall or at the discretion of Pali Institute.

Smoke Free Environment **Initials** _____

Pursuant to state law, we have adopted a smoke-free policy in all buildings including guest cabins, meeting, social and dining rooms. Additionally, due to fire hazard in our mountain environment, smoking is prohibited anywhere at Pali Mountain.

Student Behavior and Facility Damage **Initials** _____

The school agrees to take responsibility for behavior issues that may occur on behalf of their students while attending Pali Institute. If a student violates the behavior policy of Pali Institute and/or the attending school, administrators from Pali Institute and the attending school may require a parent or guardian to remove their student. If the parent or guardian refuses to remove their student a school official will be responsible.

We cannot be responsible for lost or stolen articles, and there will be a charge for any damage to facilities by your students.

Transportation **Initials** _____

The attending school will be responsible for transportation to and from Pali Mountain. The scheduled arrival time will be between 10:30AM and 11:00AM, and busses should arrive on the day of departure between 9:00AM and 10:00AM to be loaded and depart by 11:00AM.

Inclement Weather **Initials** _____

During times of snowstorms and inclement weather, the Pali site remains open and operational. During these times Route 18 and 330, our chief access roads, remain open to buses with chains. It is therefore the responsibility of the client to reach Pali for scheduled programming. If the client is unable to reach the site due to the weather conditions when Routes 18 and 330 are open, no refund will be given, and all deposits paid will be forfeited. If both Routes 18 and 330 are closed to all traffic for more than 4 hours on arrival day, Pali and the school shall use best efforts to reschedule a mutually convenient date, recognizing that it will be dependent on Pali Institute's remaining availability and may include weekend dates. If rescheduling options do not exist and Pali is unable to accommodate the school before the end of the current school year in which the trip was scheduled for, a refund will be given.

Emergency Situations **Initials** _____

If the school or Pali must cancel a trip due to a declared emergency condition such as fire, flood, earthquake, Pali shall communicate with the appropriate governmental agency(ies) having jurisdiction over Pali Institute's location (U.S. Forest Service, California Highway Patrol, San Bernardino County Sheriff, or the San Bernardino County Health and Safety Department) to ascertain the accessibility and safe operation of the program. Based on the recommendations made by the agency(ies), Pali and the school shall mutually agree on a course of action regarding the health and safety of students and staff. If the site in question is deemed inaccessible and/or considered to be unsafe for use by both Pali and the school, the trip will be postponed and rescheduled. If the inaccessible and/or unsafe condition prohibits participation from the first (1st) day of the trip, the visit shall be rescheduled to a mutually convenient date as soon as practicable thereafter. It shall be the responsibility of school to update parents and school staff of such decisions.

Pandemic Cancellation and Overstay Trip Insurance **Initials** _____

Pali offers Pandemic & Overstay Trip (POST) Insurance for an additional fee of 8% of the Total Cost under this Site Reservation Agreement, paid at the time of the initial deposit. With POST Insurance, if a pandemic is declared by a governmental authority and customer wishes to cancel its trip after the 120 days before arrival cutoff, but Pal remains open and operating, Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. Further, with POST Insurance, If Pali is required to cease operations and preventing Customer from attending Pali (after the Cancellation Period), Pali would refund 100% of the amounts paid to Pali within (3) business days of such cancellation by Customer. In the event POST Insurance is not purchased and the Customer is prevented from attending Pali after the Cancellation Period, no refund shall be issued, but Customer shall receive a credit for amounts paid, which credit must be used on a rescheduled trip within twelve months of Pali reopening to the public. In the event the credit is not used by Customer within the twelve-month period, all credit amounts shall be eliminated. Any rescheduled trip shall be subject to availability and may include weekends.

As used herein, "government authority" shall not include the school district of which Customer is affiliated or a part of and shall be limited to independent public health officials from the state agencies with the legal jurisdiction over public health decisions in the physical proximity of the school or Pali.

In the event of an overstay at Pali, for any reason at all, Pali will continue to house, feed, and supervise the children required to extend their stay at Pali. If a customer has purchased POST Insurance, there are no additional charges, and the POST insurance (and No-Fault Insurance) covers the charges for the extended stay. In those instances where a customer has not purchased either insurance coverage and events require an overstay, the customer will be charged 75% of the daily rate under their agreement.

School's Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Pali Institute's Authorized Signature: _____ Date: _____

Please ensure initial sections on all three pages are completed.

Contract Notes:

PALI INSTITUTE

PO Box 2237
Running Springs, CA 92382
Phone (909) 939-0888
Fax (909) 867-1964

Bill to:

Roosevelt Elementary - Burbank
850 N. Cordova Street
Burbank, California 91505-2923
(818) 558-4668

Invoice Date:	6/15/2023
Contract Number:	10052
Arrival Date:	2/14/2024
Departure Date:	2/16/2024

TRIP DETAILS –

Attendee Type	Quantity	Price	Total
Student Payee	92	$ 410.00	$ 37,720.00
Student Scholarship	3	$ 0.00	$ 0.00
Teacher Scholarship	3	$ 0.00	$ 0.00
		Contract Total:	$37,720.00

DEPOSIT SCHEDULE

Deposit Number	Due Date	Invoice Amount	Amount Paid	Amount Due	Paid Date
1	7/17/2023	$ 1,500.00	$ 0.00	$ 1,500.00	
2	10/17/2023	$ 18,110.00	$ 0.00	$ 18,110.00	
3	1/15/2024	$ 18,110.00	$ 0.00	$ 18,110.00	

Final payments are due 4 weeks prior to dates of attendance! The last day to reduce the number of students on your invoice is 12-31-2023, which is 45 days prior to arrival.

Total Paid	**$ 0.00**
Total Balance Due	**$ 37,720.00**

Pali Institute accepts ACH payments (electronic check), check and all major credit/debit cards. All payments made by credit card will include a 1.25% fee.

Please make checks payable to Pali Institute and mail to:

Pali Institute
Attn: Relationship Director
PO Box 2237, Running Springs, CA 92382

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: John Paramo, Acting Superintendent

PREPARED BY: John Paramo, Acting Superintendent

SUBMITTED BY: Laura Erisman, Administrative Secretary

DATE: July 20, 2023

SUBJECT: Approval of Agreement with Purple Communications, Inc.

Background:

The Adult Education program requests that a separate contract and blanket purchase order (PO) be approved by the Board of Education to cover consultant services for Adult Education students provided by Purple Communications, Inc., covering the 2023-2024 program year.

District-wide Goals for 2023-2024:

1.0 Expand programs to prepare students for college, postsecondary education, training, and/or the workforce from preschool through adult education.

Discussion/Issues:

In order to expedite payments to the consultant for interpreter services currently being provided by Purple Communications, Inc., the Adult School proposed the continued use of a separate blanket PO to cover expenses for the instructional period covering the Fall 2023, Spring 2024 and Summer 2024 semesters.

Fiscal Implications:

The estimated cost for consultant services for the period covering July 21, 2023 to June 30, 2024, is approximately $5,000, which will be paid with Adult School funds.

Recommendation:

John Paramo, Acting Superintendent, recommends that the Board of Education approve the agreement between the Burbank Unified School District and Purple Communications, Inc., to provide Special Education interpreter services for Adult Education students, effective July 21, 2023 through June 30, 2024, not to exceed $5,000 ($1,000 each 11.0-63910.0-41101-10000-5810-5330000, 11.0-63910.0-41104-10000-5810-5330000, $1,250 = 11.0-63910.0-41106-10000-5810-5330000, $1,750 = 11.0-00639.0-41120-10000-5810-5330000) 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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 21 of July , 2023 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Purple Communications, Inc hereinafter referred to as "Consultant."

Payee's Name Purple Communications, Inc Daytime Phone Number (800) 900-9478

Email Address purplelongbeach@purple.us or bizdev@purple.us

Mailing Address 13620 FM 620 N Building C, Suite 100. Austin, TX. 78717

Sponsoring Administrator Dr. John Paramo

Board Approval Date July 20, 2023

Account String 25% = 11.0-63910.0-41101-10000-5810-5330000, 20% = 11.0-63910.0-41104-10000-5810-5330000, 20% = 1

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 $ see atta per hour■/ per day ☐/ per session☐ for a total not to exceed $5,000 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on July 21, 2023 and terminating on June 30, 2024 .
3. Payment Terms: invoices paid by BUSD as billed by iHeart for services rendered
4. Consultant will provide the following services:

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

Burbank Unified School District of Los Angeles County

IN WITNESS THEREOF, the parties hereto have set their hands on the day and in the month and year first above written.

Acting Superintendent
BUSD Authorized Signature/Title Date

Keith D. Wheeler 7/6/23
Consultant Purple Communications, Inc Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req. Revised 06/19

Purple

a Division of ZP Better Together, LLC



Purple partners with you in the Southern California Area
to assure your people can communicate, converse, and connect.

Email: purplelongbeach@purple.us **Web:** signlanguage.com
Phone: 800-900-9478 x1390 | After Hours 800-549-6000

STANDARD HOURLY RATES

Standard rates will apply to assignments that occur during regular business hours (8:00a-5:00p), Monday to Friday, and requested with greater than two full business days' notice.

IN-PERSON INTERPRETING To learn more, click signlanguage.com/onsite-interpreting	**$85/hour**
SCHEDULED VIRTUAL INTERPRETING (SVI) To learn more, click signlanguage.com/svi	**$90/hour**
VIRTUAL CART/CAPTIONING To learn more, click signlanguage.com/cart	**$165/hour**

DIFFERENTIALS

In addition to the standard rates above, the following per hour differentials will apply to the listed services:

- A **$15/hour** specialty differential will be charged for assignments that require specific practitioner knowledge, training, or experience.
- A **$20/hour** after-hours differential will be charged for assignments that occur outside of regular business hours or on a holiday.
- A **$30/hour** emergency differential will be charged for assignments requested with less than two full business days' notice.

IN-PERSON ASSIGNMENT CHARGES

- A $85 fee, per practitioner, will be charged for all in-person assignments.
- Reasonable parking, public transportation, mileage (current federal government rate) and other fees incurred during service provision will be charged.

Initials _____

Purple

a Division of ZP Better Together, LLC



BILLING INCREMENTS

- All assignments are charged per practitioner.
- In-person interpreting assignments are billed a two-hour minimum and thereafter billed in 30-minute increments.
- Scheduled Virtual Interpreting (SVI) assignments are billed a one-hour minimum and thereafter billed in 15-minute increments.
- Virtual CART/Captioning assignments are billed a one-hour minimum and thereafter billed in 15-minute increments.

CANCELLATIONS

- In-person interpreting assignments will be charged in full unless cancelled with two full business days' notice.
- Scheduled Virtual Interpreting (SVI) assignments will be charged in full unless cancelled with one full business days' notice.
- Virtual CART/Captioning assignments will be charged in full unless cancelled with one full business days' notice.

NUMBER OF PRACTITIONERS

To protect the occupational safety of our practitioners and to assure the highest quality communication, assignments may require a team of two or more practitioners. A Purple representative will work with you to determine the appropriate number of practitioners needed for your assignment. In the case that you are unavailable to discuss the number of practitioners required, Purple will make the necessary determinations.

ADDITIONAL SERVICES

- **Video Remote Interpreting (VRI)** provides a virtual interpreter on-demand and is available 24/7 with no pre-scheduling required. VRI sessions are billed at $3.00/minute with a 5-minute minimum per assignment. To learn more about VRI click signlanguage.com/vri
- Pricing quotes are available upon request for In-person CART/Captioning services.
- Pricing quotes are available upon request for Post-Production Captioning services for a variety of media.

TERMS

To review current terms of this agreement please visit purplevrs.com/terms

Initials _____

Purple

a Division of ZP Better Together, LLC



PAYMENT

- ACH/EFT payments are preferred. We also accept major credit cards.
- Customers will receive a detailed invoice which must be paid within thirty (30) days of receipt of invoice. Accounts 45 days past due may be charged 1.5% interest on the outstanding balance.
- Invoicing for services rendered will occur electronically via email to the address provided. If you prefer an alternative billing method, please contact billing@purple.us
- To assure accurate billing, two distinct contacts are required; please include both a primary and secondary contact to prevent delays in activating your service.
- For all VRI assignments, Purple will invoice monthly and provide a call detail report.

SERVICE ACTIVATION

To activate services, please complete, sign and initial where appropriate this Rates and Policies form and return to bizdev@purple.us. A signed copy must be received before services can be provided.

AUTHORIZATION

By signing below, you certify that you are authorized to accept terms on behalf of your organization, and you agree that your use of Purple constitutes acceptance of all the rates, terms and policies set forth herein.

Organization Name

Title

Print Name

Signature

Date

Address

Secondary Billing Contact Person

Secondary Billing Phone

Address cont.

Secondary Billing Email Address

Email Address

Secondary Billing Address

Monthly

Billing Frequency

Credit Card

Payment Method

Phone

☐ Single Bill Invoice ☐ Batch Bill Invoice

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:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Ratification of Authorization of Signatures

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

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

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

Fiscal Impact:
None.

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services recommends that the Board of Education ratify the authorization of signatures, for the period of July 1, 2023 through June 30, 2024, as presented.

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

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

Department Heads	**Title**
Stacy Cashman	Director, Student Services
Jennifer Nicholson	Director, Special Education
Rick Vonk	Director, Technology Services
Carrie Bogdanovich	Director, Food Services
Stephanie Fields	Children's Center Coordinator
Randy Ogawa	Facilities Manager

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

BURBANK UNIFIED SCHOOL DISTRICT
Administrative Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Andrew Cantwell, Assistant Superintendent, Administrative Services
PREPARE BY:	Terri Ramirez-Adams, Senior Administrative Secretary
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
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 year ending June 30, 2023.

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:

Financial Statement Audit Fee	$ 73,700
Measure S Bond Audit Fee	7,300
State Compliance	5,500
Standards Implementation	4,500
Subtotal	***$91,000***
5% Technology Fee	4,550
Total Maximum Fees:	**$ 95,550**

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 will be based on actual hours at the following hourly rates:
Partners $425, Director/Manager $285, Senior/In-Charge $210, Associate $150, Clerical $125

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 year ending June 30, 2023, not to exceed $95,550 (01.0-00000.0-00000-71900-5820-7401000) respectively, plus mileage at the approved IRS rate for the year served, and hourly rates per additional programs, and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

CliftonLarsonAllen LLP
https://www.claconnect.com

Statement of Work - Audit Services

June 14, 2023

This document constitutes a statement of work ("SOW") under the Multi-Year Agreement For Services ("MSA") dated March 14, 2020, 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, 2023.

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, as of and for the year ended June 30, 2023, and the related notes to the financial statements.

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 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel (State Compliance)

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:

History and Organization

Schedule of Financial Trends and Analysis

Schedule of Charter Schools

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 the schedule of federal awards.

· Converting modified cash 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.

-Opinion (or disclaimer of opinion) on compliance with requirements described in the 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel.

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 will include a paragraph that states that the purpose of the report over compliance is to express an opinion on compliance with the types of requirements described in the 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting; however, that the 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 - 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 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting (the Guide), for the applicable years and of 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. As required by the Guide, 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 appliable to State programs.

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 or in accordance with the requirements of the 2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, published by the Education Audit Appeals Panel. . 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 detailed in the table below. We will also bill for expenses (including travel and internal and confirmation fees). This estimate 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. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation. **Service**

Service	Professional Fee
Audit services including assistance with GASB 34 conversion entries, preparation of financial statements and footnote disclosures and data collection form filing.	$73,700
Assistance with implementation of GASB 96, Subscription-Based Information Technology Agreements and GASB Statement Number 87, Leases	Separate engagement letter
Assistance with implementation of GASB 84, Fiduciary Activities	Included above
Mileage	Internal Revenue Service rate

The fee is based on testing two federal program and assumes the entity is a low-risk auditee. An additional fee will be added if it is determined additional federal programs need to be tested. Additional fees will be based on actual hours at rates noted below.

The fee does not include additional time needed for GASB 34 entries or financial statement disclosures associated with new debt or refunding.

Additional services will be billed at the following hourly rates based on actual time:
Partner$425
Director/Manager$285
Senior/In-Charge$210
Associate$150
Clerical$125

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 Ptasinski

Gema M Ptasinski, Principal

Client

ORG:

NAME:

TITLE:

SIGN:

DATE:

CliftonLarsonAllen LLP
https://www.claconnect.com

Statement of Work - Audit Services

June 14, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated May 14, 2020, 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, 2022.

Gema Ptasinski is responsible for the performance of the audit engagement.

Scope of audit services
We will audit the financial statements of the of the Measure S Bond Building Fund of the District as of June 30, 2023, and the related notes to the financial statements as required by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

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, 2023.

Nonaudit services
We will also provide the following nonaudit services:

- Preparation of your Measure S Bond Building Fund financial statements and the related notes.

Audit objectives
The objectives of our audit of the bond 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 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.

Other audit objectives – performance audit
We will develop our work program for the performance audit based on the projects described in the Official Statement for Measure S and to ensure the following objectives are met:

(1)Determine the population of expenditures charged to Measure S bond funds

(2)Determine whether expenditures charged to the Measure S bond funds have been made in accordance with the bond project list approved by the voters through the approval of Measure S.

(3)Determine that amounts expended on salaries and benefits were only expended to the extent employees perform work associated with the Measure S projects as allowable per Opinion 04-110 issued on November

9, 2004 by the State of California Attorney General.

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.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the bond financial statements 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. 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. 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 bond 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 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.

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. 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.

The responsibilities and limitations related to the nonaudit services performed as part of this engagement are as follows:

•We will prepare a draft of your financial statements and related notes. Since the preparation and fair presentation of the financial statements is your responsibility, you will be required to acknowledge in the representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for those financial statements. You have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements.

•We will propose adjusting journal entries as needed. You will be required to review and approve those entries and to understand the nature of the changes and their impact on the financial statements.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards.

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.

We are available to perform additional procedures with regard to fraud detection and prevention, at your request, as a separate engagement, subject to completion of our normal engagement acceptance procedures. The terms and fees of such an engagement would be documented in a separate engagement letter.

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 any regulator, 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 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 any regulator. 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.

CLA will not disclose any confidential, proprietary, or privileged information of the entity to any persons without the authorization of entity management or unless required by law. 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.

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 relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this letter.

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 will not exceed $7,300. We will also bill for expenses including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. This estimate 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. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

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

Client

ORG:

NAME:

TITLE:

SIGN:

DATE:

CliftonLarsonAllen LLP
https://www.claconnect.com

June 14, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated May 14, 2020, 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, 2023.

This SOW supersedes the SOW between Burbank Unified School District and CliftonLarsonAllen LLP (CLA) for consulting services signed June 15, 2022.

Nonattest services
We will provide the following nonattest services:

CLA Turnkey Lease Solution

- Provide preparation checklist(s) to assist with your adoption of GASB Statement No. 87, Leases and GASB No. 96, Subscription-Based Information Technology Agreements and explain how they apply to the entity.
- Assist, at your direction, in interviewing your key team members.
- Assist you with evaluating how the leases/SBITAS will be accounted for based on the leases/ SBITAS you have identified.
- Calculate the lease/SBITA asset and lease/SBITA liability (lease schedule) based on the lease information you provide to us.
- Propose journal entries to record the lease asset and lease liability in accordance with GASB Statement No. 87/96 and the related amortization/depreciation expense and lease/interest expense.
- Assist with drafting the related GASB Statement No. 87/96 financial statement disclosures.
- Provide to you sufficient information for you to oversee the services, evaluate the adequacy and results of the services; accept responsibility for the results of the services and ensure your data and records are complete.

Additional assistance

Upon your request, CLA shall make its resources available to provide additional assistance with implementing the new lease standard. This could include assisting you with your communications to the users of your financial statements or others, as identified by you, regarding how the standard will impact the entity and your financial statements. If requested, we can assist you with developing and delivering training on the new standards for selected members of the entity.

Client information requirements

The entity agrees it is solely responsible for the accuracy, completeness, and reliability of all of the entity's data and information that it provides CLA for our engagement. The entity agrees it will provide any requested information on or before the date we commence performance of the services.

You agree that you are solely responsible for the accuracy, completeness, and reliability of all of your data and information that you provide CLA for our engagement and that CLA has no such responsibilities. We will provide you a data checklist of information required to complete the reports. You agree to have the vast majority of the requested information (data checklist) available as determined in the mutually agreed-upon timeline.

CLA's responsibilities related to the nonattest services and the related limitations

CLA will not assume management responsibilities, perform management functions, or make management decisions on behalf of the entity. However, we will provide advice and recommendations to assist management in performing its responsibilities.

This engagement is limited to the nonattest services outlined above. CLA, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as assuming management responsibilities, making management decisions, or performing management functions, including approving journal entries. CLA will advise the entity with regard to positions taken in the performance of the nonattest services, but management must make all decisions with regard to those matters.

Our engagement cannot be relied upon to disclose errors, fraud, or noncompliance with laws and regulations. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

We have no responsibility to ensure the entity's lease accounting practices, systems, or reports comply with applicable laws or regulations, all of which remain your sole responsibility.

Because the services listed above do not constitute an examination, audit, or review, we will not express an opinion or conclusion or issue a written report on your application of the requirements of GASB Statement No. 87/96 as it relates to contracts. You agree that our services are not intended to be used by a third party in reaching a decision on the application of the requirements of GASB Statement No. 87/96 to a specific transaction.

Management responsibilities

For all nonattest services we may provide to you, including these consulting services, you agree 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. You have designated Allison Low, Director of Fiscal Services to fulfill this role. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. Management is responsible for the design, implementation, and maintenance of effective internal control over financial reporting and over compliance, including evaluating and monitoring ongoing activities, (1) relevant to the preparation and fair presentation of financial statements that are free from material misstatement, (2) to prevent and detect fraud, and (3) to ensure that the entity complies with applicable laws and regulations. Management is responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Management also agrees to assume all management responsibilities related to determining, reviewing, and approving lease information and schedules and related journal entries.

Engagement administration and other matters
A list of information we expect to need for our engagement and the dates required will be provided in a separate communication.

Our relationship with you is limited to that described in this letter. As such, you understand and agree that we are acting solely as independent accountants. We are not acting in any way as a fiduciary or assuming any fiduciary responsibilities for you. We are not responsible for the preparation of any report to any governmental agency, or any other form, return, or report or for providing advice or any other service not specifically recited in this SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, it is not appropriate for you to upload protected health information using such applications. All protected health information contained in a document or file that you plan to transmit to us via a web application 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 protected health information, please contact us to discuss other potential options for transmitting the document or file.

Fees
Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed.

In addition to our professional fees, we will bill for the following lease service fees in the initial period:

- Lease/SBITA preparation tools and templates, if needed: $1,500
- Additions/deletions to the lease/SBITA schedule: $650 per lease/SBITA
- Journal entry calculation and footnote disclosure update Leases/SBITA each: $800 each

- Annual resource fee each Leases/SBITA: $1,000 (up to 5 leases/SBITAS) + $200 per additional lease/ SBITA, per year

In future periods when we are asked to update the lease information, we will charge professional and service fees based on the time involved in removing/adding leases and producing new schedules and reports. The annual fee for maintaining leases in our system will be evaluated and billed annually and will be based upon the number of leases on that date or upon other modifications (additions or deletions).

Record retention

Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the entity's records.

Agreement

We appreciate the opportunity to be of service to you and believe this SOW accurately summarizes the significant terms of our engagement. This letter constitutes the entire agreement regarding these services 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 engagement as described in this SOW, please sign and date the SOW and return to us.

Sincerely,

CliftonLarsonAllen LLP

CLA
CLA



Gema M Ptasinski, Principal

SIGNED 6/15/2023, 10:30:54 AM PDT

Client

ORG:

NAME:

TITLE:

SIGN:

DATE:

Acceptance and acknowledgement

On behalf of Burbank Unified School District, I acknowledge that the terms of this agreement accurately state our understanding with CLA, and Burbank Unified School District agrees to be bound by them.

Response

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

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Approval of Raptor License for Emergency Management

Background:

In 2017, the District was looking for a way to track visitors, contractors and volunteers when they enter and exit the campuses. In addition, the system accessed the national criminal database. A Request for Proposal (RFP) was issued in November 2016 and reissued in February 2017 to find a system for this safety feature. Since April 2017, the district has maintained an annual subscription with Raptor Technologies.

Discussion/Issues:

The Board of Education requested that district administration find a means to release accurate information to students, parents and stake holders quickly during emergency situations.

The Emergency Management Suite includes:

- **Raptor Alert** - connects the caller to 9-1-1, which instantly shares caller name, number, address, school name and emergency type (lockdown, active shooter, etc.) information with the dispatcher
- **Drill Manager** - easily schedules, conducts, manages, tracks and reports drills.
- **Accountability** - allows teachers and staff to confirm the status and location of themselves, students and visitors on campus.
- **Reunification** - tracks every individual's status change and generates a detailed history of events for post-incident reporting. Ensures students are only reunified with approved guardians by screening guardian ID for sex offender status or custodial restrictions. Records guardian signature and timestamp for each reunification.

Fiscal Impact:

The fiscal impact is $48,510 (01.0-00000.0-00000-77000-5840-7732000) per year.

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the addition of the Raptor Management Suite to the annual subscription of site visitor tracking effective August 1, 2023 through July 31, 2024, not to exceed $48,510, (01.0-00000.0-00000-77000-5840-7732000) and that authority to sign the agreement be exercised pursuant to BUSD – AR 3314, as presented.

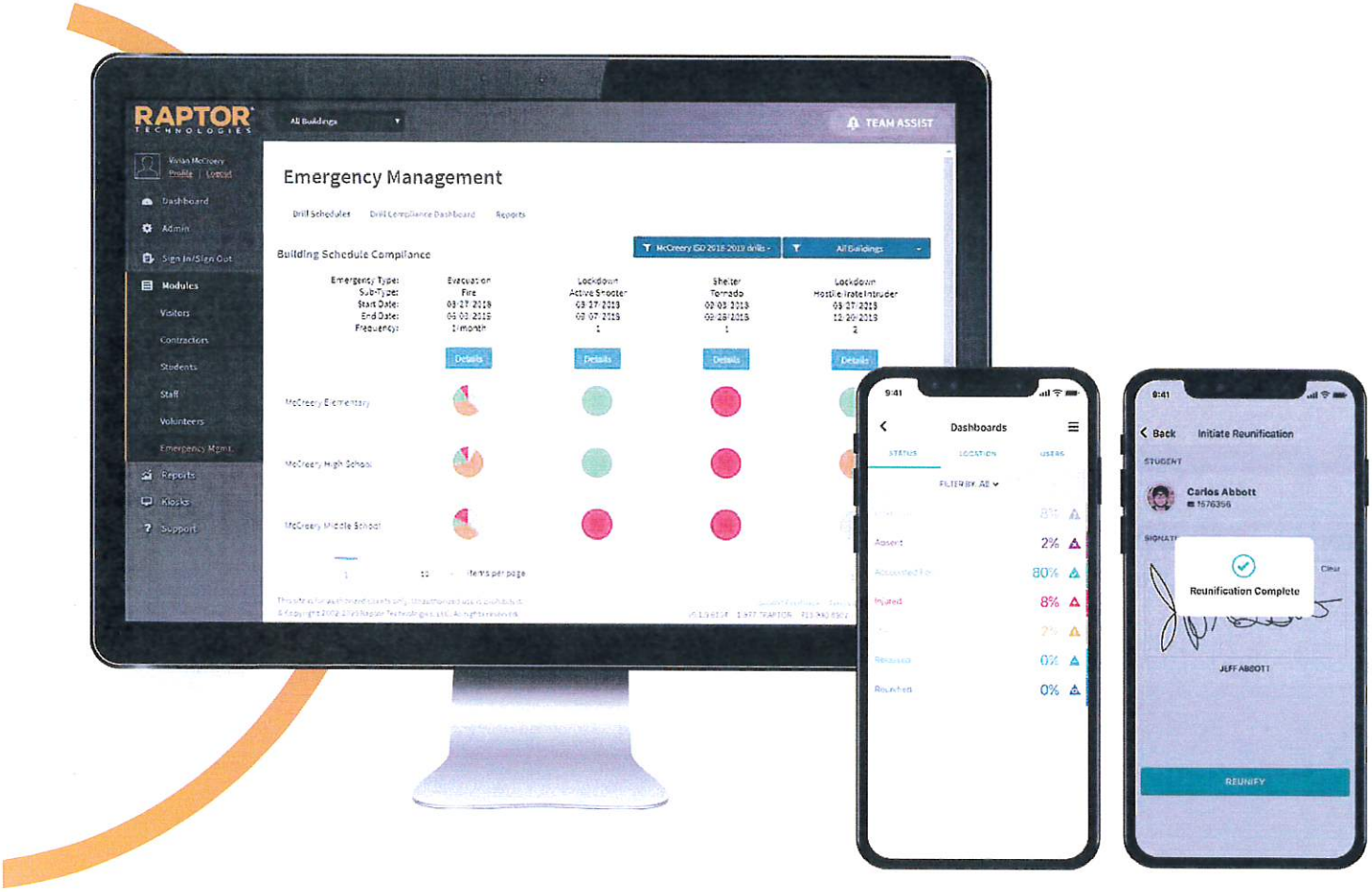
RAPTOR®

TECHNOLOGIES

THE GOLD STANDARD IN SCHOOL SAFETY

Be Ready for Any Emergency

Protect your students and staff and be in complete control during drills, active incidents, and reunifications.



Customizable to Your Policies

Be confident teachers, staff, and first responders are aligned and following your safety response procedures during drills and emergencies. Raptor is also 100% aligned with The "I Love U Guys" Foundation® protocols.

Accessible and User-Friendly

Raptor is cloud-based, meaning it can be accessed from wherever you are and on any web-enabled device. The intuitive interface and simple navigation make it easy to use even in the most stressful situations.

Streamlined Configuration

New users are guided through an educational welcome tour to ensure that settings are accurately configured on their device. This process is bypassed in an active emergency.



Relay Accurate Information to Public Safety Answering Points

Integrate directly with 9-1-1 and provide enriched data to first responders, including building maps, emergency protocols, and student, staff, and visitor information.

Sync with Student Information Systems (SIS)

Ensure you have critical student, staff, and guardian data necessary to accurately account for everyone on campus and reunify students with only approved guardians.

Comply with Panic Button Mandates

Comply with legislation, like Alyssa's Law, that requires schools to have silent panic alert systems linked directly to first responder and law enforcement agencies.

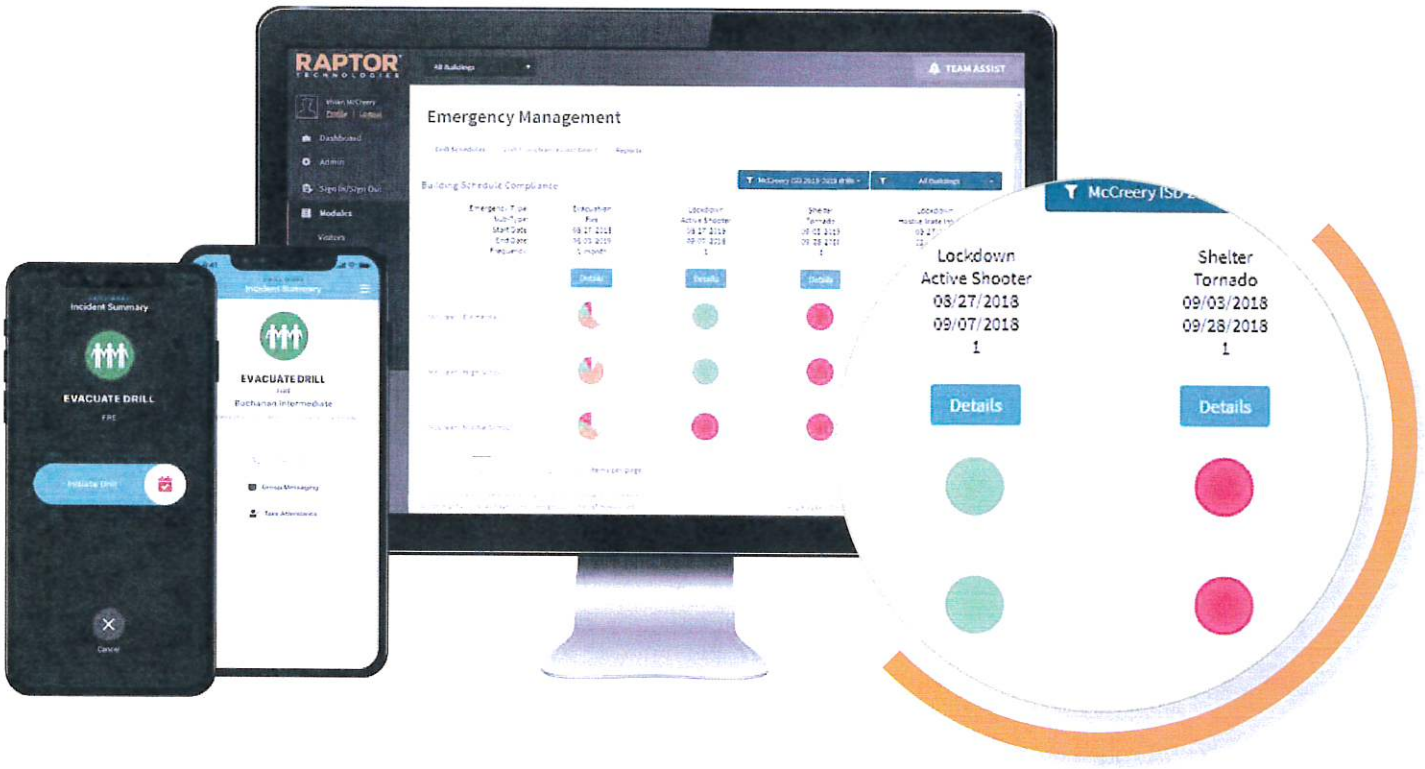


"We chose Raptor Emergency Management because it's one solution that encompasses all aspects of incident management and integrates with our student information system. The data integration with Raptor is phenomenal."

Bay City ISD, TX

Manage and Track Drills

Track all your drills and eliminate compliance risks with Raptor Drill Manager®.



Easily Schedule

Quickly schedule drills and track compliance based on district requirements. District administrators receive alerts when schools are out of compliance.

Conduct and Manage

Receive automatic notifications to remind you of upcoming drills and initiate drills from any mobile or web-enabled device.

Track and Report

Monitor drill status for every building and drill type and produce accurate status reports for individual schools or the entire district.

Learn and Improve

Analyze reports to see what is working and where you need to improve performance.

> "It's one thing to say you conducted a drill; it's another to prove it with documentation and to have that documentation at your fingertips."

Duval County Public Schools, FL

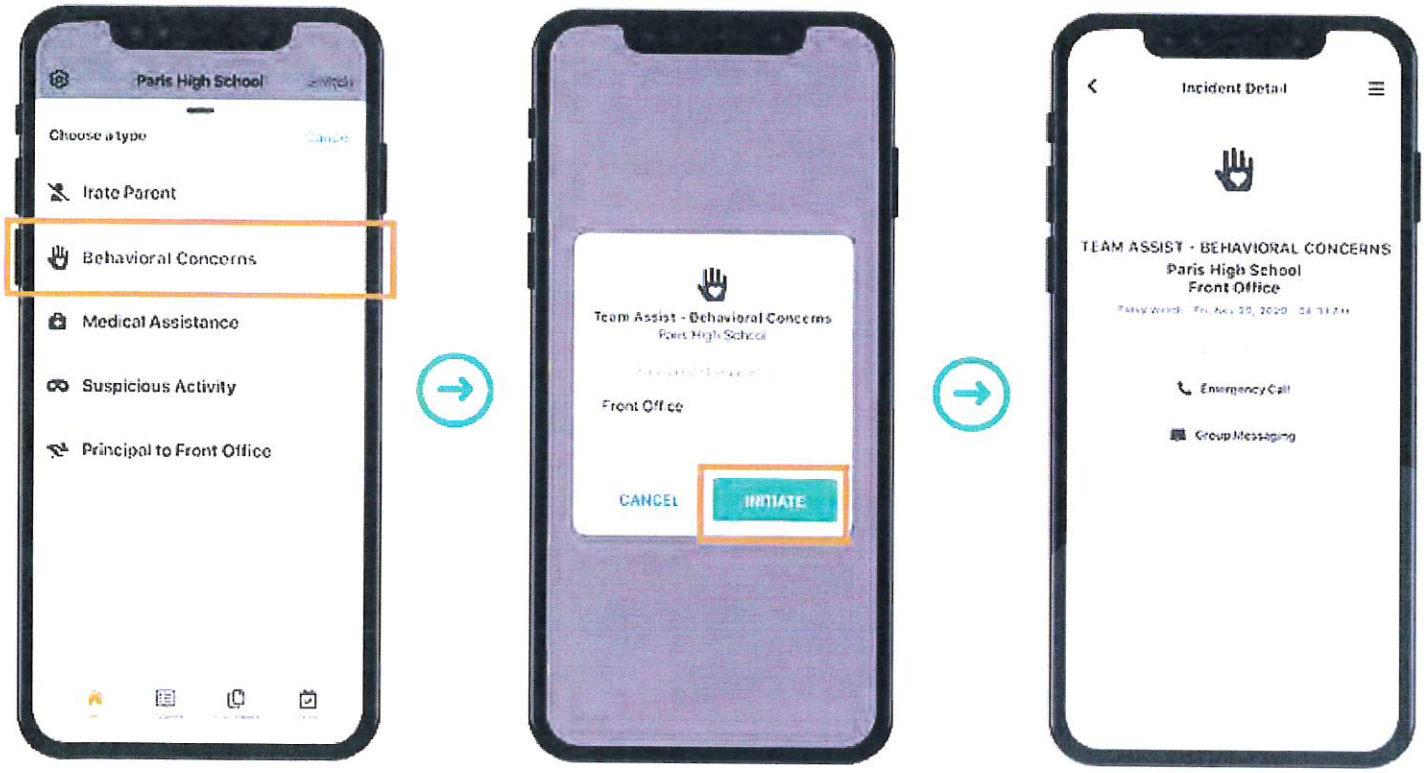


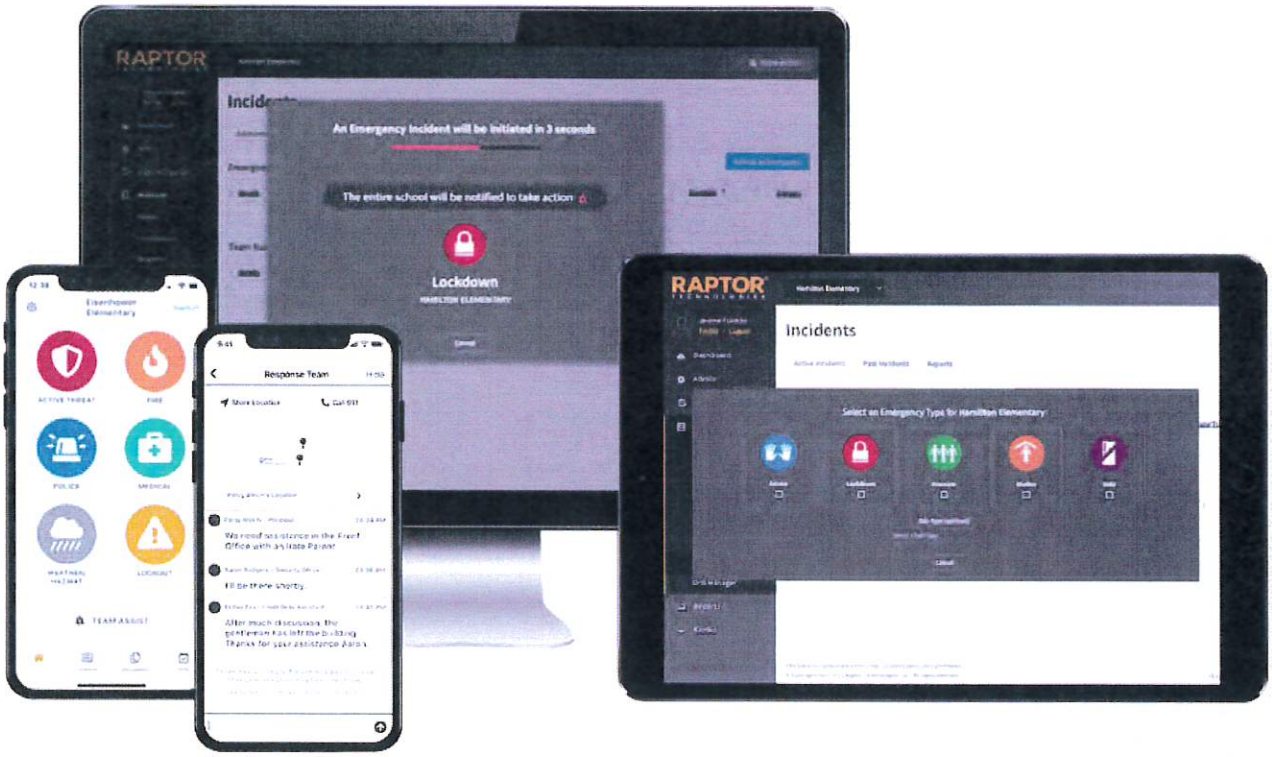
Get Help for Everyday Incidents

Summon help for incidents, such as fights or medical assistance, with Team Assist.

Efficiently Manage Incidents

Users can quickly send situation-specific details, share their location on an interactive map, communicate through group messaging, and connect with 9-1-1. Districts can customize the list of Team Assist situations, notifications, and alert recipients.





Connect to First Responders

Initiate a mobile panic alert to instantly request help with Raptor Alert®.

Quickly Summon Help

Request the right help for any-sized incident—large or small, in a single building or across the entire district—from wherever you are.

Instantly Notify Others

Automatically send detailed, situation-specific alerts so everyone knows how to respond. Alerts provide the type, location, time, and who initiated the emergency and can be sent across text message, computer desktop alert, email, voice call, and push notification. Push notifications can play an audible alarm even when the device is in silent or do-not-disturb mode.

Connect with 9-1-1 and Communicate with Group Messaging

Text or call 9-1-1 directly and stay in touch with all users through real-time group messaging. Give first responders and school staff 24/7 access to your building maps and emergency protocols.

Send Alerts Based on Location

Seamlessly switch between campuses without worrying about reconfiguring your panic button. Raptor sends mass notifications based on your geolocation within the campus. Location data is only accessed during an active emergency.



Raptor Alert® is PSAP Friendly and RapidSOS Ready

Quickly Summon Help

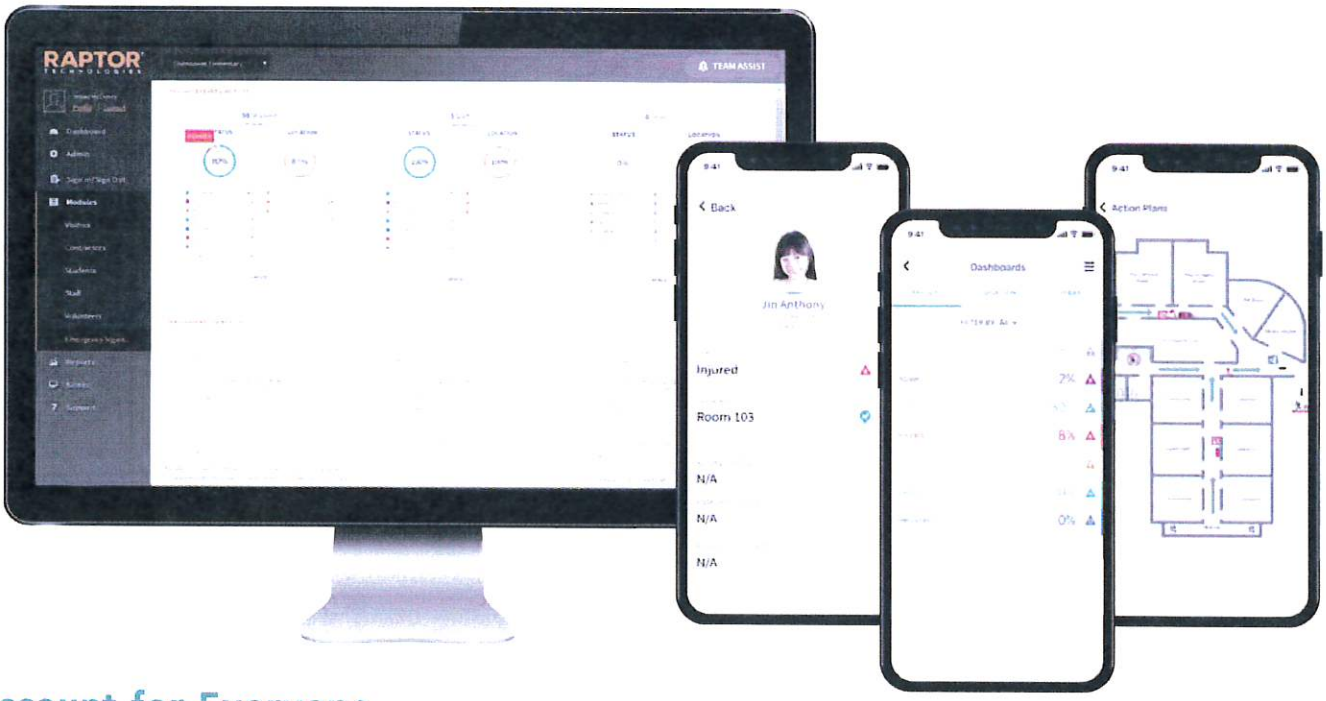
Raptor Alert, coupled with the RapidSOS emergency response data platform, delivers critical, real-time data to a Public Safety Answering Point (PSAP) for smarter and faster emergency response. Raptor Alert connects the caller to 9-1-1, which instantly shares additional information with the dispatcher, including:

- Caller name and number, precise campus location, and additional information (job title, etc.)
- Dispatchable address and school name
- Emergency type (lockdown, active shooter, etc.)

> "Raptor has given us the unique opportunity to save lives by letting us quickly notify authorities and get the right help immediately."
>
> Toms River Regional School District, NJ

Account for the Location and Status of Everyone

Maintain clear, real-time line of sight with Raptor Accountability®.



Account for Everyone

Teachers and staff confirm the status and location of themselves, students, and if using Raptor® Visitor Management, visitors on campus.

Stay Updated in Real Time

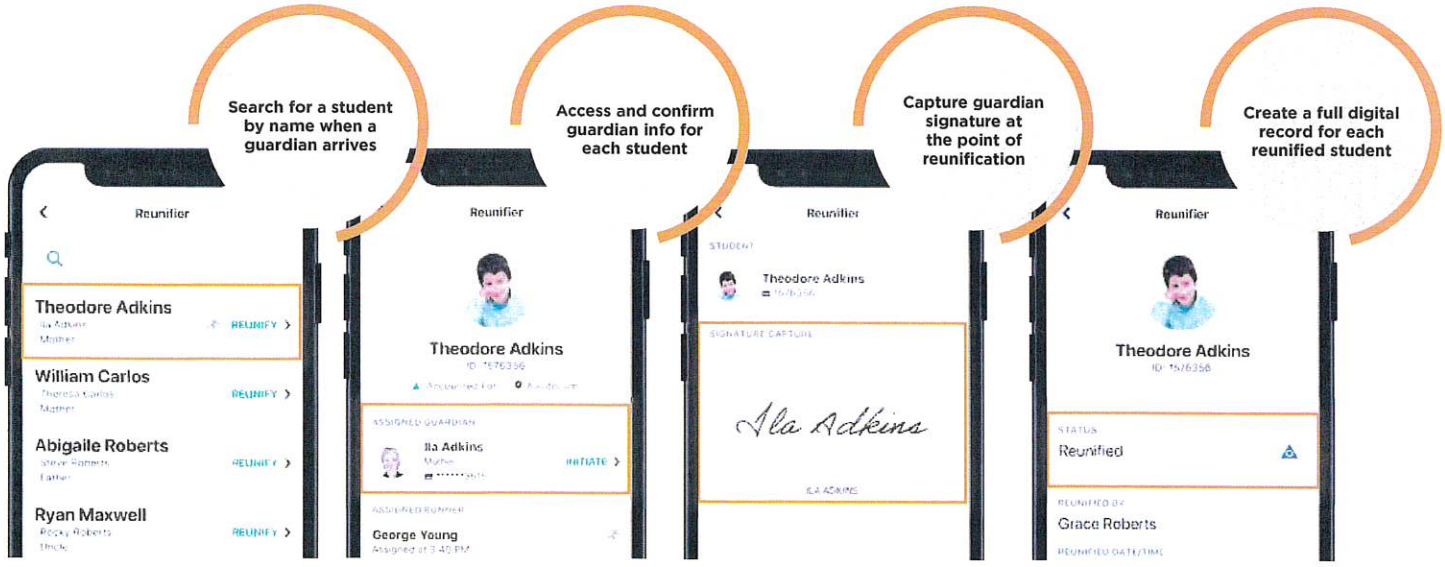
First responders, incident commanders, and other authorized users know each student, staff, and visitor's condition and location during an emergency.

Assist Injured Persons Faster

Enable first responders to know where they're needed most by giving them access to the location, details, and medical conditions for all individuals.

> "Simultaneous communications and the ability to give multiple incident leaders real-time status reports in an instant . . . plus the accountability: we knew where resources were needed . . . And of course, the command center could see it all."

Brighton Schools, MI



Safely Reunify Students with Their Guardians

Increase your speed and accuracy with Raptor Reunification®.

Document Every Individual's Status

Track every individual's status change and generate a detailed history of events for post-incident reporting.

Eliminate Inaccuracy and Reduce Liability

Ensure students are only reunified with approved guardians by screening guardian ID to check for sex offender status or custodial restrictions. Record guardian signature and timestamp for each reunification.

> "Raptor really is priceless. Honestly, it has given us freedom, peace of mind, and the ability to communicate more accurately with one another. Raptor is part of our everyday operations."
>
> West Aurora School District 129, IL

Raptor® is 100% Aligned with the Standard Reunification Method™ from The "I Love U Guys" Foundation®

Raptor reduces reunification time by substituting handwritten, paper-based elements with instant mobile communications and record-keeping, *safely reunifying students with authorized guardians up to four times faster.*

Greeting, Check-in, and ID Verification

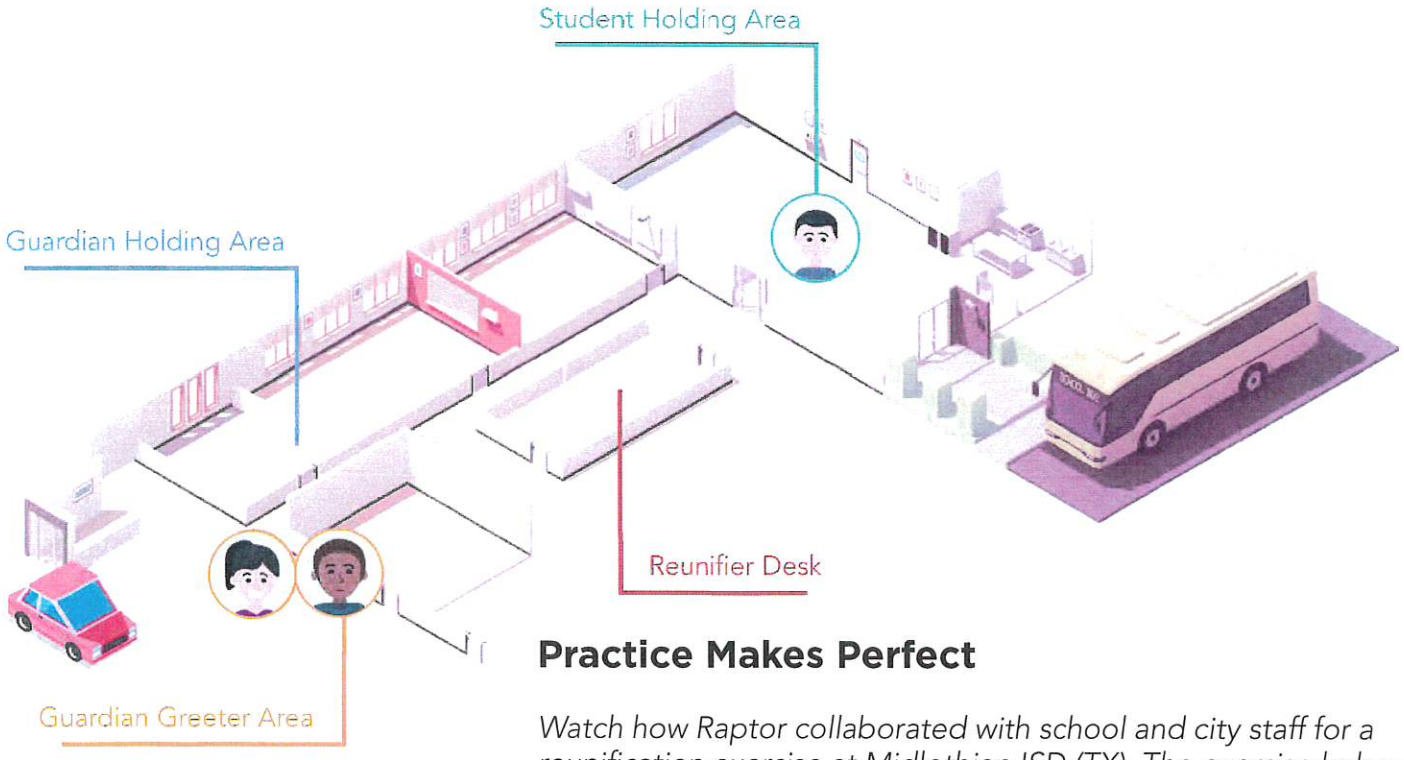
Verify the guardian's ID and custody rights.

Reunification Communication

Send automatic notifications to runners when a guardian is cleared, so that the runner can quickly retrieve the right student.

Accurate Reunification

Verify the guardian's ID and record their signature. This instantly sends a text message notifying the student's other guardians that the student was safely reunified.



Practice Makes Perfect

Watch how Raptor collaborated with school and city staff for a reunification exercise at Midlothian ISD (TX). The exercise helped the district understand what resources are available and how to improve emergency preparedness, response, and recovery.

Watch their case study video here.



RAPTOR® TECHNOLOGIES

THE GOLD STANDARD IN SCHOOL SAFETY

Raptor® Connect

Working with partners to streamline emergency response across all safety devices.

What is it?

The Raptor Connect integration platform enables native, bi-directional integration with a school's digital security systems and peripherals. This means you can activate an emergency response from a single point instead of activating separate systems. It also allows each component to talk to one another. Raptor Connect streamlines a school's digital emergency response activations, speeding notifications and minimizing the impact of the situation.

How Does it Work?

Many schools have independent safety solutions that require separate activation during an emergency. This disjointed process wastes valuable time and ultimately impedes response and recovery. Raptor Connect's advanced technology changes this by enabling bi-lateral communication to and from Raptor and empowering users to initiate multiple emergency responses from a single point.

An ecosystem of "Raptor Ready" partners covers a wide range of peripherals, including cameras, gun detection, fire/smoke detection, alarms, speakers, IoT devices, smart boards, access control, communication devices, and more. Schools can maximize the value of individual systems when disparate technologies connect to each other for improved outcomes.

The system further minimizes liability by recording a guardian signature and timestamp for each reunification.

Improve the Flow of Critical Information

- Initiate emergency response from a single point
- Increase the effectiveness of your safety infrastructure
- Partnering with an ecosystem of safety leaders
- Bi-directional communications to and from Raptor Alert

RAPTOR® READY



About Raptor

For 20 years, Raptor has been driven by our mission to protect every child, every school, every day. Used by over 50,000 schools worldwide, Raptor is the gold standard in school safety.

Emergency Response Activated: Everything is intertwined when you integrate your alarms, detectors, and other security components with Raptor Connect. Raptor Connect instantly activates the appropriate emergency response (Lockdown, Evacuate, Secure, etc.) in Raptor Alert when it receives emergency signals from your other devices.

Community & System Alerted: Raptor Connect instantly notifies school staff and first responders while also activating your alarm systems, IoT devices, and access control systems. Raptor Connect also sends information to smart boards and other connected digital response technologies.

Response Improved: Raptor Connect streamlines a school's digital emergency response activations, speeding notifications and minimizing the impact of the situation so that you can keep your schools—and everyone inside of them—safe.

This can't wait.

Scan the QR code or give us a call at 877-772-7867

or visit raptortech.com/connect

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RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

PURCHASE AND SUBSCRIPTION SERVICES AGREEMENT
EFFECTIVE DATE: 7/1/2023
INITIAL TERM: 38 months

This Purchase and Subscription Services Agreement (the "Subscription Agreement") is made effective as of the Effective Date set forth above and is by and between Raptor Technologies, LLC, having offices at 2900 North Loop W, Suite 900, Houston, Texas 77092 ("Raptor"), and Burbank Unified School District, having office at 1900 W Olive Ave, Burbank, CA 91506 ("Customer"). This Subscription Agreement, the Terms (defined below), all Invoices and all other exhibits, schedules and terms and conditions referenced by or in this Subscription Agreement and the Terms together constitute the "Agreement" and govern the relationship between the Parties with respect to any Raptor Services. Each of Raptor and Customer are referred to as a "Party" and collectively as the "Parties." In consideration of the mutual covenants and conditions set forth below, Raptor and Customer agree as follows:

"**Terms**" means the Raptor Technologies, LLC Purchase and Subscription Services Agreement Terms and Conditions in effect as of the time of execution of this Subscription Agreement, a copy of which can be found at https://raptortech.com/wp-content/uploads/2022/05/Raptor-Online-Terms-and-Conditions-Form-May-2022.pdf.

Access Grant to Raptor Services. Subject to Customer's compliance with the terms and conditions contained in this Agreement, Raptor grants to Customer a non-exclusive, non-transferable, non-sublicenseable, revocable right to allow Customer to access and use the Raptor Platform and Annual Subscription Services during the Term (as defined in Section 5.2 (Renewal Terms) of the Terms) as set forth in the attached quote.

Fees. Customer will pay to Raptor the fees which may include the Annual Software Access Fee and Annual Subscription Services Fees ("Annual Subscription Fees ") and one-time purchases of equipment, supplies and services as set forth in the attached Quote and on an invoice during the Term. For an annual subscription billing during the Term, the Annual Subscription Fee may be increased from the previous annual period by the higher of the change in the CPI Index for the preceding 12 months or five percent (5%).

Payment Terms. Fees are due and payable within 30 (thirty) days of Customer's receipt of the applicable Invoice. All amounts payable by Customer to Raptor hereunder are exclusive of any sales, use and other taxes or duties, however designated (collectively "Taxes"). Customer will be solely responsible for payment of any Taxes, except for those taxes based on the income of Raptor. Customer will provide Raptor its state-issued Direct Pay Exemption Certificate (or equivalent certificate), if applicable, upon execution of this Agreement. In the event an applicable taxing authority, as a result of an audit or otherwise, assesses additional Taxes at any time, Customer and not Raptor will be solely responsible for payment of such additional Taxes and all costs associated with such assessment, including without limitation, interest, penalties and attorney's fees. Customer will not withhold any Taxes from any amounts due Raptor. Should Customer be required under any applicable law or regulation, to withhold or deduct any portion of the payments due to Raptor hereunder, then the sum due to Raptor will be increased by the amount necessary to yield to Raptor an amount equal to the sum Raptor would have received had no withholdings or deductions been made.

Client acknowledges and agrees that it has had the opportunity to review the Agreement, including without limitation, the Terms, prior to the execution of this Subscription Agreement. Unless otherwise specified, capitalized terms in this Subscription Agreement have the same meaning as those in the Terms.

BY SIGNING BELOW, EACH PARTY REPRESENTS IT HAS READ AND AGREES TO BE BOUND BY THESE TERMS AND CONDITIONS.

RAPTOR TECHNOLOGIES, LLC

Signed: _____

Name: _____

Title: _____

Date: _____

Burbank Unified School District

Signed: JParamo

Name: John Paramo

Title: Acting Superintendent

Date: 6/21/23

RAPTOR TECHNOLOGIES
THE GOLD STANDARD IN SCHOOL SAFETY

Quote #: Q-76548-4
Date: 3/17/2023 6:11 PM
Expires On: 7/1/2023
Federal Tax ID #: 45-4914152

To:
Burbank Unified School District
1900 W Olive Ave
Burbank, CA 91506
United States

From:
Tiffany Blume
tblume@raptortech.com

Subscription Term: 38 Months **Billing Frequency:** Prorated

PRODUCT	DESCRIPTION	UNIT PRICE	UNIT DISC	QTY	PRORATED COSTS
Raptor Emergency Management	Raptor Emergency Management Suite Annual Access Fee (per site license). Includes Raptor Alert, Raptor Link, Drill Manager, Accountability and Reunification. Renewal Fee is due on the anniversary month of purchase. Raptor technical support is included.	USD 1,980.00	USD 39.60	25	USD 4,042.50
Raptor Connect	Allows configuration for external systems to connect to Raptor Alert through a bi-directional API.	USD 0.00	USD 0.00	1	USD 0.00
Emergency Management Implementation	One-time implementation fee (per site license).	USD 175.00	USD 87.50	25	USD 2,187.50
Emergency Management Basic Training	Remote Training for Emergency Management.	USD 5,000.00	USD 5,000.00	1	USD 0.00

SUBTOTAL:	USD 13,500.00
DISCOUNT:	USD 7,270.00
TOTAL:	USD 6,230.00

RECURRING COSTS IN THIS QUOTE: USD 48,510.00

Quote Notes:
Prorated to align with 8/1/23 billing date for Visitor Management invoice

14 months for the price of 12. Two additional months at no cost.

Training fees waived per "existing client discount"

You may sign electronically; or you may print, sign and scan all pages of the document and email to tblume@raptortech.com or fax to 713-880-2577.

Issuing a purchase order for payment? Please email to tblume@raptortech.com.

Remit check payments to: Dept. 141, P.O. Box 4458, Houston, TX 77210-4458.

For any other questions, email accounting@raptortech.com.

To order additional or replacement equipment and supplies with a credit card, visit http://www.shop.raptortech.com.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of John Burroughs High School Girls' Varsity Basketball (Overnight) Field Trip

---

Background:

The John Burroughs High School Girls' Varsity Basketball Team wishes to travel to Wailea Maui, Hawaii for a Varsity Girls Tournament on Tuesday, November 14, 2023 through Sunday, November 19, 2023.

Discussion/Issues:

Ten students will travel via FlyAway bus to Los Angeles International Airport (LAX). Students will travel from LAX to Kahului Airport, Maui, Hawaii with Vicky Oganyan, Teacher, Kenny Knoop, Principal, and six chaperones.

Day 1 – Tuesday, November 14th, students will meet at John Burroughs High School at 6:00 a.m. and travel to the FlyAway in Van Nuys where they will board a bus for transport to LAX. Students depart LAX on American Airlines for Maui at 9:00 am. Upon arrival, team will travel via shuttle to Thrifty Car Rental to pick up rental van. After a team lunch, students will check in at Grand Wailea Resort 3850 Wailea Alanui Dr., Wailea Maui, HI 96753 (808) 874-2350. Students will attend a Luau at resort at 4:00 pm. Room check and lights out at 11:00 pm.

Day 2 – Wednesday, November 15th, the team will have breakfast at the hotel. Lanai Dolphin Adventure is scheduled for 10:00 am., returning to the hotel at 2:00 pm. Team will travel to King Kekaulike High School for a game at 6 pm. After a Team dinner at 8:00 pm. the team will return to hotel at 9:30 pm. Room check and lights out at 11:00 pm.

Day 3 – Thursday, November 16th, team breakfast is at 5:45 am. Team trip to Blue Water Rafting is from 6:00 am-12:30 pm. After return trip to resort at 1:00 pm, team will head to King Kekaulike High school for game at 5:00 pm. Team dinner is at 7:00 pm. Room check and lights out at 11:00 pm

Day 4 – Friday, November 17th, team breakfast is at 7:00 am before heading off to Kaanapali Beach Zipline Adventure at 8:00 am. Team returns to resort for lunch at 1:30. Game is at 7:00 pm at King Kekaulike High School. Team dinner is at 8:30 pm. Return to resort at 10:00 pm with room check and lights out at 11:00 pm.

Day 5 – Saturday, November 18th, team breakfast at 9:00 am. Depart for King Kekaulike High School at 10:00 am for an 11:30 am game. After a team lunch, students will head to Makena Beach State Park at 2:30 pm. Team dinner is at 7:30 pm room check and lights out at 11:00 pm.

Day 6 – Sunday, November 19th, team breakfast at 9:00 am. Check out of report at 11:30 am and return van rental. Team will take shuttle to Kahului Airport and fly Hawaiian Airlines at 1:30 pm arriving at LAX at 8:45 pm. Students will take shuttle to FlyAway back to Van Nuys.

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 is scheduled for September 9, 2023. All students and parents/guardians are 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:
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Varsity Girls Basketball Team (Overnight) Field Trip request to participate in the Varsity Girls Tournament in Maui, Hawaii from Tuesday, November 14, 2023 to Sunday, November 19, 2023, as presented.

Burbank Unified School District
Instructional Services
REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John Paramo, Acting Superintendent
PREPARED BY:	John Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of John Burroughs High School Cheer (Overnight) Field Trip

---

Background:

The John Burroughs High School Cheer Team wishes to travel to Indian Wells, for the World Class Cheerleading Summer Camp on Tuesday, July 25, 2023 through Thursday, July 27, 2023.

Discussion/Issues:

Thirty-nine students will travel via bus to Indian Wells with Tristen Navarro, Coach and 3 chaperones.

Day 1 – Tuesday, July 25th, students will meet at JBHS and board buses for transport to Indian Wells at 9:00 am. Students will check into rooms at the Renaissance Esmerelda Resort and Spa, 44400 Indian Wells Ln., Indian Wells, CA 92210. The phone number for the hotel is (760) 773-4444. Dinner is provided. Students will receive camp instructions from 6:00 – 8:00 pm. Room check will be at 9:30 pm and lights out at 10:30 pm.

Day 2 – Wednesday, July 26th, students will have breakfast at the hotel at 8:00 am. Camp activities begin at 9:30 am. Lunch and dinner are provided. After a day of camp activities students will have free time to enjoy the resort. Lights out will be 10:30 pm

Day 3 – Thursday, July 27th, students will have breakfast at the hotel. Students will meet to review camp material and participate in a camp show off at 11:30 am. After a 2:00 pm team lunch, students will check out of resort. Students are scheduled to arrive back at JBHS at 6:30 pm.

In accordance with Board Policy and Administrative Regulations 6153 regarding field trips, all students will sign a behavior contract along with all necessary field trip forms. Parent meeting was held onApril 12, 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:
John Paramo, Acting Superintendent, recommends that the Board of Education approve the John Burroughs High School Cheer Team (Overnight) Field Trip request to participate in the World Class Cheerleading Summer Camp in Indian Wells, CA from Tuesday, July 25, 2023 through Thursday, July 25, 2023, 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:	July 20, 2023
SUBJECT:	Approval of Additive Change No 1, Southland Inc., Bid 2223-020, Roof Repair and Restoration in Gymnasium, John Burroughs High School (Routine Restricted Maintenance)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2223-020, John Burroughs High School Gymnasium Repair and Restoration Summer 2023 Roofing Project. There were two (2) bid packages in total. The District received and opened the bids on Friday May 12, 2023.
Qualifying Bids for Roof Repair & Restoration received were as follows:

BEST Contracting Services	$219,360
Southland Roofing Inc.	$168,500

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial 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:
Due to the poor condition of the existing roof, any time there was a storm with rainfall the roof would leak inside the gymnasium. This would cause the hardwood floors to warp causing a safety hazard. The leak also caused the elevator to short out making our gym non-compliant with ADA regulations.

On June 1, 2023, the Board of Education approved the award of contract for Southland Inc., Bid 2223-020, Roof Repair and Restoration in the Gymnasium at John Burroughs High School.

Financial Impact:
$11,100 increase for a revised total of $179,600 (Routine Restricted Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education approve additive change order No. 1 to the contract between Burbank Unified School District

and Southland Roofing Inc. for Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Note: The $11,100 increase, bringing the not to exceed to $179,600, for the additional material, labor, tools, equipment and delivery necessary to complete waterproofing of six (6) roof drains that was not included in the initial scope.

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 Maxwell, Director of Facilities
SUBMITTED BY:	Alexi Buliavac, Facilities Operations and Construction Technician
DATE:	June 1, 2023
SUBJECT:	Acceptance of Notice of Completion, Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary (Gift Fund)

Background:
Due to safety concerns of the condition of the old marquee sign the Edison Fundraising Committee purchased a digital marquee sign for the front of the 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 ad budget information

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

Discussion/Issues:
The old marquee sign was rusted and posed as a safety hazard to the public. It also required a person to physically change the letters each time the notifications needed to be updated. The new digital sign will allow the school to change the marquee sign from the office, at any given notice. As well as display a custom logo.

Fiscal Impact:
$36,764.69 (Gift Fund)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Golden Rule Signs, LLC, Furnish and Install Marquee Sign, Edison Elementary, effective June 29, 2023, not to exceed $36,764.69 (010-90201-0-00000-85000-6170-202-8700-0000) Gift Fund, and that authority to sign the contract be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT
Facilities Services
Maintenance & Operations
510 S. SHELTON STREET
BURBANK, CALIFORNIA 91506-2818
TELEPHONE (818) 558-5342 • FAX (818) 845-3469

Authorization:

This form must be approved by a Director or Assistant Superintendent and transmitted to Facilities for discussion before the next step.

Person making the request: Laura Flosi **Department:** _____

Location of proposed work: Edison Elementary School

Funding source: Fundraising Committe

Please describe the nature of the work for your site's proposed construction, modification, or improvement project(s).

Our Fundraising Committee would like to purchase a digital marquee for the front of our school. This will replace the current one which requires a person to physically change the letters each time the notifications need to change. The cost for the new sign would be around $22,000. This will include installation of the sign and removal of the old sign. It does not include running the electrical and data to the sign location. This, I believe would be handled by our district electricians.

Requestor's Signature Laura Flosi Date 3-15-22

Approved by Director or Assistant Superintendent Peter J Knapick Date 3/15/22

Application reviewed by Facilities

_____ Date 3/30/22

Facilities representative

Application Reviewed by CSEA

_____ **Date:** _____

CSEA Representative

After both parties have signed, please submit original to HR and retain a copy in department files.

Golden Rule SIGNS

1083 Brooks Industrial
Shelbyville KY 40065

Consultant Kody Sutton
1-800-732-9886
kody@goldenrulesigns.com

Quote #26937
Date 08-04-2022

Client Laura Flosi
Thomas Edison Elementary School
2110 W. Chestnut St.
Burbank CA 91506

Great Signs. Great Service. Great Prices.

L.E.D. Message Unit (Impact G3 Series)

Color	RGB -2 Billion Colors
Pitch	10mm
Matrix	60 x 210
Dimensions	2' -0" x 7' -0"" (Height x Length)
Max # of Lines	9
Max letter per line	35
Configration	Double Face

Communication Capabilities	Wireless Bridge Text, Pictures, Graphics, Video Animations, Time & Temperature	
Power Requirements	120v	240v
Typical Amps	1.82	1.09
Max Amps	5.21	3.1
Certifications	FC MET us UL 48	

Identification/Logo Cabinet & Support Structure (Full Depth Cabinet)

Cabinet Size	2'-0" x 7'-0" (Tall x Wide) DS
Pedestal Size	3' x 2' (Tall x Wide)
Structure	4"steel structural support #1

Your sign cabinet will be internally lit and controlled by a day/night sensor. It contains translucent faces which display digitally printed lettering/art (name of organization/mascot etc.) which will be approved prior to manufacturing.

Professional logo package - high resolution/vectorized

Electrical Requirements	This sign system is typically built as a 110v unit, however, any sign can be built for 220v power. Please contact your Project Consultant for detailed electrical information.

Alternate Resolution Options	Additional Items	Price
	Custom Logo for School	$ 150.00
	Performance Bond	$ 1,300.00
	Removal of existing sign at grade	$ 1,800.00

Installation, Delivery & Warranty

Installation	Professional Installation New Footer - V2
Site Survey	Not Required
Existing Sign	Removal included - see line item
Delivery	Included - LTL5
Warranty	Limited Lifetime Warranty

Total	$ 32,954.75
50% Deposit:	$ 16,477.38
25% Prior to Shipping:	$ 8,238.69
25% Balance:	$ 8,238.69

To begin the purchase process please sign and fax to 502-416-0544 or scan and e-mail to your Project Consultant.
Signature: _____ Date: 8-8-22

Applicable sales tax will be added to your invoice - exempt organizations must provide certificate. Manufacturing lead time is 4-10

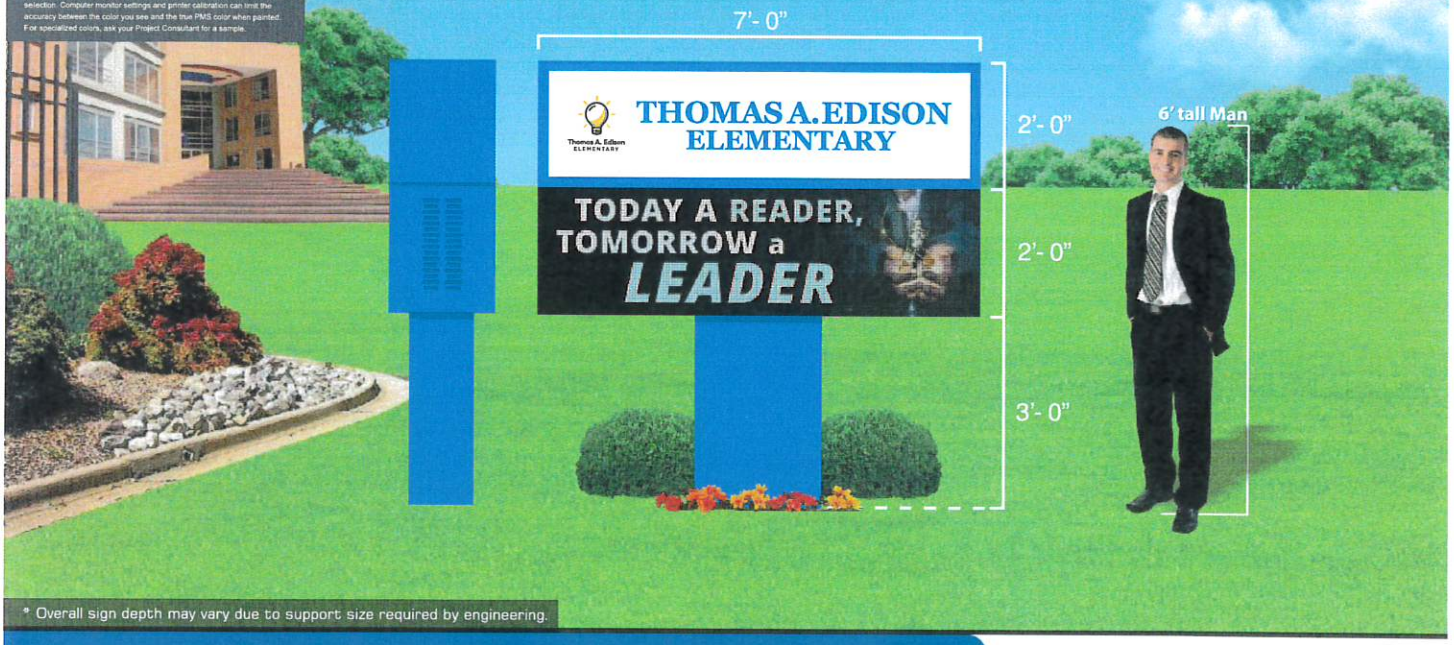
Jordan Robsin 502 795-1441

Cabinet PMS Color:
PANTONE 285 C

Colors used:

CMYK	PMS
	PMS White
	PANTONE 285 C
	PANTONE 1225 C

The Pantone Color Matching System is the sign industry standard for color selection. Computer monitor settings and printer calibration can limit the accuracy between the color you see and the true PMS color when painted. For specialized colors, ask your Project Consultant for a sample.



SIGN SPECIFICATIONS

COLOR:
Full Color / RGB text, pictures & video.

Pitch: 15mm
Matrix: 40x140
Dimensions: 2'-0" x 7'-0" (Tall x Wide)
Max # of Lines: 6
Max Letter Per Line: 23
Cabinet Size: 2'-0" x 7'-0" (Tall x Wide)
Monument Size: 3'-0" x 2'-0" (Tall x Wide)

* Overall sign depth may vary due to support size required by engineering.

SIGNATURE , DATE .

VERSION #: LR05182201

2420 Holloway Road
Louisville, KY 40299

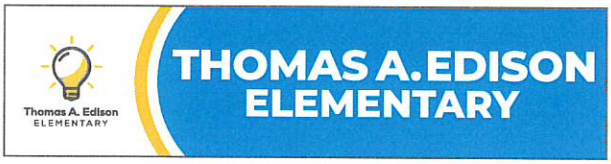
TF 1-800-732-9886
Fax 1-502-416-0544

Golden Rule SIGNS

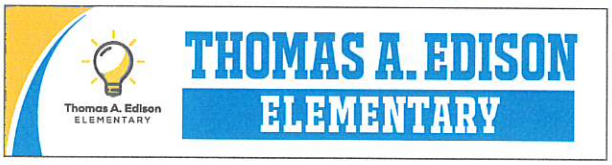
Client is responsible for ensuring that the proof is correct in all areas. Double-check spelling, grammar, layout, and design before approving artwork. If a proof containing errors is approved by the client, the client is responsible for payment of original cost as well as corrections, revisions, and re-makes. This custom artwork is not intended to provide an exact match between ink, vinyl, paint or EMC color. Accuracy of sign face colors may vary from perception due to computer monitor settings and eyesight. Actual sign face colors may vary from rendering due to lighting. Signed and produced artwork is final without exception. Brickwork, masonry and landscaping are not included in the proposal unless otherwise specifically stated. EMC images shown are simulated. This is a custom-made product, built by hand for people by people. Small blemishes/imperfections may occur and can be expected with hand-made products. Industry standard is to view this product from a minimum distance of 10 feet to determine quality acceptability.

ADDITIONAL DESIGN OPTIONS:

A



B



First choice but not sure if I'm sold on this one.

C



D



Talked to Kody about coming up with other designs possibly

Golden Rule SIGNS

2420 Holloway Road
Louisville, KY 40299

Consultant Kody Sutton
1-800-732-9886
kody@goldenrulesigns.com

Quote #26267
Date 05-19-2022

Client Laura Flosi
Thomas Edison Elementary School
2110 W. Chestnut St.
Burbank CA 91506

Great Signs. Great Service. Great Prices.

L.E.D. Message Unit (Impact G3 Series)

Color	RGB -2 Billion Colors
Pitch	15mm
Matrix	40 x 140
Dimensions	2' -0" x 7' -0"" (Height x Length)
Max # of Lines	6
Max letter per line	23
Configration	Double Face

Communication Capabilities	Wireless Bridge Text, Pictures, Graphics, Video Animations, Time & Temperature	
Power Requirements	120v	240v
Typical Amps	1.82	1.09
Max Amps	5.21	3.1
Certifications	FC MET us UL 48	

Identification/Logo Cabinet & Support Structure (Full Depth Cabinet)

Cabinet Size	2'-0" x 7'-0" (Tall x Wide) DS
Pedestal Size	3' x 2' (Tall x Wide)
Structure	4"steel structural support #1

Your sign cabinet will be internally lit and controlled by a day/night sensor. It contains translucent faces which display digitally printed lettering/art (name of organization/mascot etc.) which will be approved prior to manufacturing.

Professional logo package - high resolution/vectorized

Electrical Requirements	This sign system is typically built as a 110v unit, however, any sign can be built for 220v power. Please contact your Project Consultant for detailed electrical information.

Alternate Resolution Options

Pitch: 10mm	Pitch: 20mm
Matrix: 60 x 210	Matrix: 30 x 105
Total: $ 29,854.75	Total: $ 24,828.92

If choosing an alternate resolution option, **Please circle your selection & Initial** LL

Additional Items
Custom Logo for School

Price
$ 150.00

Installation, Delivery & Warranty

Installation	Professional Installation New Footer - V2
Site Survey	Not Required
Existing Sign	Not Applicable
Delivery	Included - LTL5
Warranty	Limited Lifetime Warranty

Total	$ 26,748.02
50% Deposit:	$ 13,374.01
25% Prior to Shipping:	$ 6,687.01
25% Balance:	$ 6,687.01

To begin the purchase process please sign and fax to 502-416-0544 or scan and e-mail to your Project Consultant.
Signature: Laura Flosi Date: 6-13-22

Applicable sales tax will be added to your invoice - exempt organizations must provide certificate. Manufacturing lead time is 4-10 weeks depending on scope of work - confirm with your Project Manager. Engineering, permit acquisition, permit fee and running electric are not included unless specifically stated in this quote. This quote is valid for 90 days.

Golden Rule Signs, Terms and Conditions of Sale v5117

1.0 Basis of Sale:
No variation to these Conditions shall be binding unless agreed in writing between authorized representatives of the Buyer & Seller. Additional, different or inconsistent terms or conditions proposed or received from Buyer, including without limitation, any additional, different or inconsistent terms or conditions in Buyer's request for proposals or order, are hereby rejected and shall not be a part of the parties' contract. Seller's commencement of any work or delivery of any goods does not constitute acceptance of or consent to any additional, different, or inconsistent terms. Changes in orders must be requested by Buyer in writing. No changes in orders or these terms and conditions shall be binding on Seller unless specifically agreed in a writing signed by Seller. Seller is not liable or responsible for any delays caused by Buyer's changes in orders. Sales literature, price lists, and other documents issued by Seller in relation to the Goods are subject to alteration by Seller without notice, do not constitute offers to sell the Goods which are capable of acceptance and do not constitute a part of this Contract unless the parties otherwise expressly agree in writing. Typographical, clerical, or other accidental errors or omissions in any sales literature, quotation, price list, acceptance of offer, invoice, or other document or information issued by the Seller shall be subject to correction without any liability on the part of the Seller.

2.0 Orders, Specifications & Permits:
All specifications of the order, products, and services provided by the Seller shall be listed on the Buyer signed quote form including items such as shipping, installation, permitting, training, custom artwork, and design. Items not listed on the quote are not included in the specifications of the Goods. Seller does not provide/run electricity – this is a client responsibility unless otherwise specifically stated on the signed quote form. No order which has been accepted by the Seller may be canceled by the Buyer except with agreement in writing by the Seller and with the understanding that the Buyer shall indemnify the Seller in full against all loss (including loss of profit), costs (including the cost of all labor and materials used), damages, charges and expenses incurred by the Seller because of cancellation. Permits for erecting the sign are the sole responsibility of the Buyer unless included as a line item in the order. The Seller may, at its option assist in providing drawings, sketches/renderings, or technical information. Permits are paid for at face value by the Buyer unless a sale price has already been assigned to them. Any required core samples, engineered drawings, or additional certifications requested by the Buyer or the Buyer's local government are the responsibility of the Buyer. Unless Seller is procuring permits as listed in the order agreement: If for any reason the local governing authorities (be it city or county zoning, permit, building inspections etc.) deny the permit application, Buyer is conclusively responsible for all purchased equipment, services, and products. If Seller is procuring permits and local governing authorities deny application; Buyer is only responsible for costs incurred. If Seller is to utilize an existing support structure when installing a sign, it is hereby known that Seller has no knowledge of the depth, size, or integrity of the footer below grade or materials/methods used to construct the existing support structure. As such, Buyer agrees to hold Seller harmless and void of all liability as it relates to the existing support structure, including the footer.

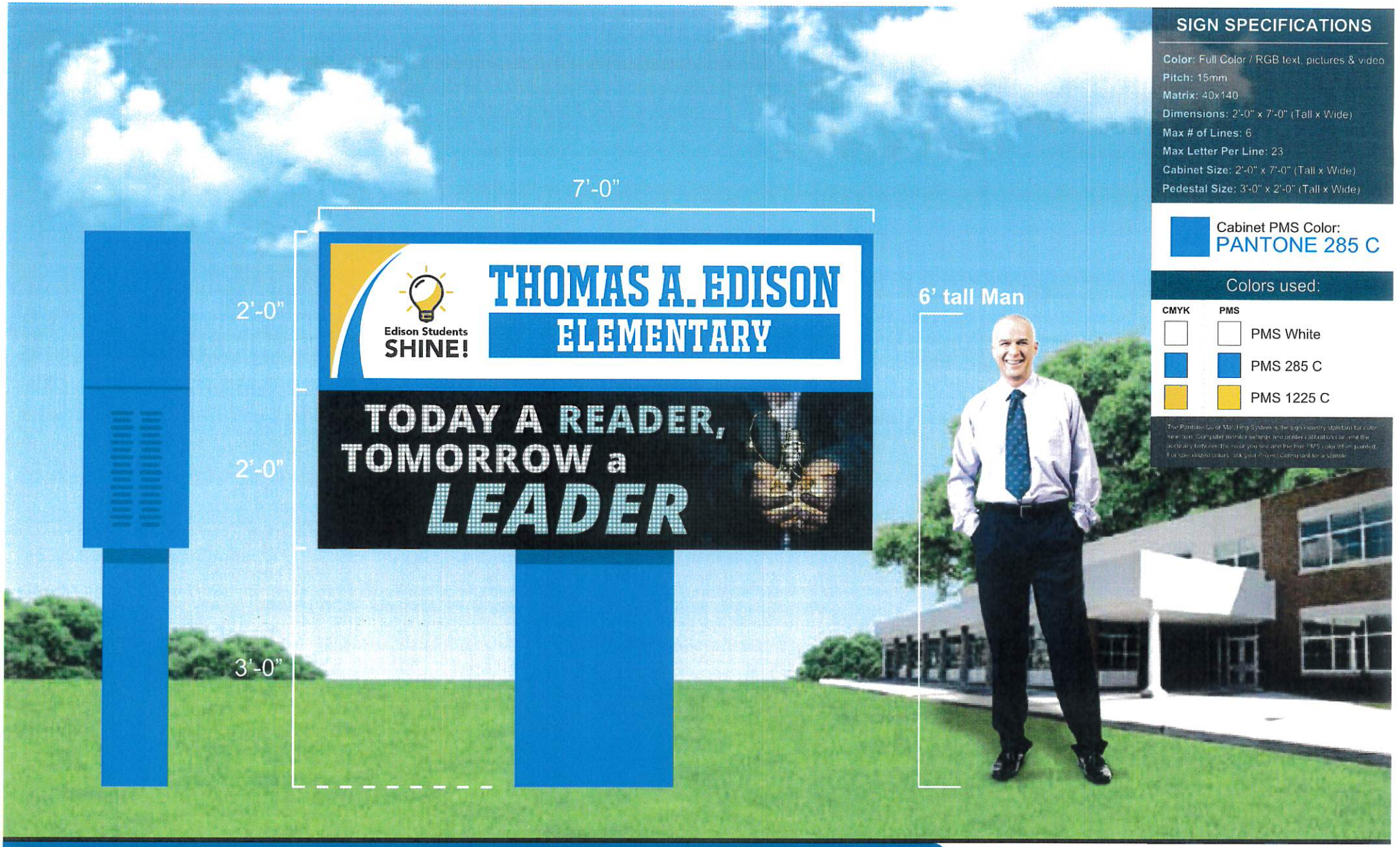
3.0 Terms of Payment Payment to Seller
Terms of Payment to Seller is specified on the Quote. In the event that Buyer is paying through installments, "due on or before" dates will be set forth on the Quote. Any payments that are past due by 7 or more calendar days shall be assessed a $50 late fee. In addition, any payments that are past due by more than 30 calendar days shall bear interest at a rate equal to the lesser of (a) one and one-half percent (1.5%) per month or (b) the maximum permitted by law. Noncompliance with payment terms or any other failure by Buyer to observe, perform, and be in compliance with the terms and conditions of this Contract, will be a breach of contract by the Buyer. In that event, (a) Seller may exercise all rights and remedies available to it at law or in equity, and title to the Goods shall revert to the Seller, and (b) the Buyer waives all rights to the Goods and services that were to be provided as well as monetary damages. In the event that GRS hires an attorney to represent it in any dispute in any way related to this Contract, Buyer expressly agrees to pay all legal fees and costs incurred by such attorney in such a matter.

4.0 Delivery:
The date of delivery of the Goods may vary due to the nature of manufacturing custom signage. Estimated delivery/installation dates are estimations. Seller shall be held harmless if the estimated delivery/installation date is exceeded. Buyer is responsible for any increased installation costs due to delays caused by Buyer (lack of access to site or personnel during the planned visit, delivery or installation, undisclosed underground lines or unprepared site provisions). Shipping terms are FOB Plant. If Goods are shipped directly to Buyer, Buyer is solely responsible for any damage during shipping. Buyer is advised to examine the crate and Goods before accepting and reject any damaged shipment. This does not apply to projects where a GRS contracted installer is receiving Goods.

5.0 Assignment of Manufacturer's Warranties:
Seller hereby assigns to Buyer, to the extent assignable, all manufacturer's warranties and service agreements with respect to the Goods, if any, for the purpose of making appropriate claims against the manufacturer, provided that the Seller shall retain at all times the right to be protected by these warranties, agreements, and indemnities.

6.0 Legal:
Buyer represents and warrants that it is duly authorized to enter into this Contract and that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. It is the responsibility of the Buyer to ensure that this purchase and signing of this contract is compliant with the Buyers protocol and procedures. This contract shall be governed by the laws of the Commonwealth of Kentucky, without regard to its conflict of laws principles. The parties hereby irrevocably submit to the exclusive jurisdiction of the Federal and State courts located in Jefferson County, Kentucky regarding the interpretation and enforcement of this Contract and the transactions contemplated hereby and hereby waive and agree not to assert as a defense that it is not subject thereto or that any such action may not be brought or maintained in such courts or that such venue may not be appropriate or convenient. This Contract constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements, previous contracts for this signage, understandings, representations, and warranties both oral and written with respect to such subject matter.

- END OF DOCUMENT -



SIGN SPECIFICATIONS

Color: Full Color / RGB text, pictures & video
Pitch: 15mm
Matrix: 40x140
Dimensions: 2'-0" x 7'-0" (Tall x Wide)
Max # of Lines: 6
Max Letter Per Line: 23
Cabinet Size: 2'-0" x 7'-0" (Tall x Wide)
Pedestal Size: 3'-0" x 2'-0" (Tall x Wide)

Cabinet PMS Color:
PANTONE 285 C

Colors used:

CMYK	PMS
	PMS White
	PMS 285 C
	PMS 1225 C

The Pantone Color Matching System is the sign industry standard for color selection. Computer monitor settings and printer calibration can result in discrepancy between the color you see and the final PMS color when painted. For specific colors, ask your Project Consultant for a sample.

Lauren Hon. , 11-8-22 .

SIGNATURE **DATE**

VERSION #: R11072201

Client is responsible for ensuring that the proof is correct in all areas. Double-check spelling, grammar, layout and design before approving artwork. If a proof containing errors is approved by client, the client is responsible for payment of original cost as well as corrections, revisions, and re-makes. This custom artwork is not intended to provide an exact match between ink, vinyl, paint or EMC color. Brickwork, masonry and landscaping is not included in the proposal unless otherwise specifically stated. EMCimages shown are simulated. Sign is designed to be illuminated at all times. Sketches are based off of this premise. This is a custom made product, built by hand for people by people. Small blemishes/imperfections may occur and can be expected with hand made products. Industry standard is to view this product from a minimum distance of 10 feet to determine quality acceptability.

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413

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:	July 20, 2023
SUBJECT:	Acceptance of Notice of Completion, Southland Inc., Bid 2223-020 Roof Repair and Restoration in Gymnasium, in John Burroughs High School (Routine Restricted Maintenance)

Background:
Burbank Unified School District issued a Notice Inviting Bids for Bid 2223-020, John Burroughs High School Gymnasium Repair and Restoration Summer 2023 Roofing Project. There were two (2) bid packages in total. The District received and opened the bids on Friday May 12, 2023.
Qualifying Bids for Roof Repair & Restoration received were as follows:

BEST Contracting Services	$219,360
Southland Roofing Inc.	$168,500

District-Wide Goals for 2022-2023:
4.1 Work with the Superintendent's Budget Advisory Committee to identify efficiencies, identify cost-saving opportunities, and develop a system or process to provide increased transparency about the District's financial 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:
Due to the poor condition of the existing roof, any time there was a storm with rainfall the roof would leak inside the gymnasium. This would cause the hardwood floors to warp causing a safety hazard. The leak also caused the elevator to short out making our gym non-compliant with ADA regulations.

On June 1, 2023, the Board of Education approved the award of contract for Southland Inc., Bid 2223-020, Roof Repair and Restoration in the Gymnasium at John Burroughs High School.

Additive Change No. 1 was presented to the Board of Education for approval on July 20, 2023, for the additional material, labor, tools, equipment and delivery necessary to complete waterproofing of six (6) roof drains that was not included in the initial scope. The roof restoration was completed, including the additional work, on June 30, 2023.

Financial Impact:
$179,600 (Routine Restricted Maintenance)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Bid 2223-0205, Roof Repair and Restoration for the Gymnasium at John Burroughs High School, PO 23004776, not to exceed $179,600 (010-81500-0-00000-85000-6250-752-3100-0000) Routine Restricted Maintenance, 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 Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Notice of Completion, Sierra School Equipment Company, Furnish and Install Crusader Auditorium Chairs, Miller Elementary School (Gift Funds)

Background:
The District is in the process of renovating the Miller Elementary School auditorium which will include the removal and replacement of the chairs and the flooring.

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

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

Discussion/Issues:
The District funded the flooring remodeling while Team Jaguar, Miller Elementary Fundraising Committee, raised the funds to cover the chair expenses. Pricing is based on using the Arvin Piggyback Bid No. 2018-2019-001. The chair installation was completed June 29, 2023.

Financial Impact:
$93,980 (Gift Funds)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Furnish and Install Crusader Auditorium Chairs at Miller Elementary School, PO#23001675, not to exceed $93,980 (010-90201-0-00000-85000-6250-210-8700) Gift Funds, 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 Maxwell, Director of Facilities
SUBMITTED BY:	Crystal Cozakos, Senior Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Notice of Completion, Professional Turf Specialties, Inc., Turf Renovation and Laser Grade Skinned Baseball Infield, John Burroughs High School (Safety Credits)

Background:
The District has been in the process of redoing the baseball infields at both Burbank and John Burroughs High Schools. The previous grass had several ruts that created a safety hazard for students and staff. The new infield will be laser leveled with new sod, irrigation reset, and a rebuild of the pitcher's mound.

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

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

Discussion/Issues:
After completing the infield work for the baseball field at Burbank High School, the District pursued an outside contractor to complete the work at the baseball field at John Burroughs High School after realizing staff did not have the specialty equipment and manpower to complete the job in house. This work was completed June 27, 2023.

Financial Impact:
$23,861 (Safety Credits)

Recommendation:
Andrew Cantwell, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the following as completed: Turf Renovation and Laser Grade Skinned Baseball Infield at John Burroughs High School, PO#23004181, not to exceed $23,861 (010-81500-0-00000-85000-6170-752-3200) Safety Credits, and that authority to sign the agreement be exercised pursuant to BUSD – AR3314, as presented.

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM :	John M. Paramo, Acting Superintendent
PREPARED BY:	John M. Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Secretary
DATE:	July 20,2023
SUBJECT:	Ratification of Agreement with Family Service Agency of Burbank to Provide High School Student Care Centers

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Background:

During the 2015/2016 school year, Family Service Agency of Burbank (FSA) opened an on-site Wellness center at Burbank High School (BHS). An additional on-site Wellness Center was opened at John Burroughs High School (JBHS) in the spring of 2017. These wellness Centers were opened because of an identified need to offer students a tranquil and supportive respite to collect their thoughts and share their feelings in an environment staffed with therapists from FSA. Since opening, the programs at both schools have served hundreds of students and have become a valuable resource for the District. After the 2017-2019 school year, the name, "Wellness Center" at each comprehensive high school was changed to "Student Care Center".

District Wide Goals for 2023-2024:

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

Discussion and Issues:

It is the District's intention to fund the administrative and counseling costs on an annual basis for the Student Care Centers at John Burroughs High School and Burbank High School. To fund the level support necessary to operate these programs, including on-site therapists a well as agency administrative support it is estimated that the total costs will be approximately $100,000 per year.

For the 2023-2024 school year, the District's proposed fiscal support for this program is Federal Title IV funds and MediCal Administrative Activities (MAA) funds.

The following table represents only the distribution of BUSD's funds for the provision of Student Care Centers (formerly called Wellness Centers) program services at both Burbank High School and John Burroughs High School for the 2022-2023 school year

Position/Title	# of Personnel	Full Time (F/T) Or Part Time (P/T)	Time Allocation	Cost
Center Director (G.G.)	1	P/T	10%	$8,000
Center Coordinator/Lead Counselor (T.F.)	1	F/T	100%	$57,000
Clinical Supervisor (G.H.)	1	P/T	25%	$14,500
*Counselor Expense	3 x 30 hrs./week	F/T Equivalent		$10,000
Administrative/Development/Support Services		P/T		$10,500
Total BUSD Expense				**$100,000**

**includes training and program expenses*

Fiscal Impact:

The contract period will be effective July 1, 2023 through June 30, 2024. The District will provide $100,000 for counseling and administrative services at the JBHS and BHS Student Care Centers.

Recommendation:

John Paramo, Acting Superintendent, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide counseling and administrative services at the JBHS and BHS student Care centers, effective July 1, 2023 through June 30, 2024, not to exceed $100,000, (010-41270.0-00000-31100-5850-7719000) Federal Title IV funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FAMILY SERVICE AGENCY OF BURBANK

BURBANK & JOHN BURROUGHS - AGREEMENT 2023-24
STUDENT CARE CENTERS

This agreement made and entered into this first day of July 2023, between Burbank Unified School District, hereinafter referred to as "District," and Family Service Agency of Burbank, hereinafter referred to as "FSA," for the purpose of providing program development, management, and care for both schools Student CARE Centers hereinafter referred to as "The Centers" at Burbank High School and John Burroughs High School, hereinafter referred to as BHS and JBHS, respectively.

PROGRAM DESCRIPTION

"The Centers" facilitate the growth and development of students with respect for the individual, cultural, and spiritual differences of all.

The Mission of "The Centers" on campus is to provide all students a confidential therapeutic environment where they can decompress, receive situational counseling/support, psycho-educational interventions and, when beneficial, links to mental health care.

"The Center" staff will be available to students on campuses daily 10-4 Monday thru Friday, before and after school hours, weekends, and during vacations byway of "The CENTER'S" designated cell phone, and/or by directly contacting "FSA." A clinical emergency occurring afterhours is best directed to local medical professionals or the Burbank Police Department.

The "District" will support opportunities to best inform parents and "District" staff of "The Centers" presence and mission on campus.

CENTER SERVICES

- Crisis intervention.
- Brief situational support/counseling through a model that focuses on strengths to formulate solutions to the challenges of high school life and beyond.

- Early psycho-intervention/prevention in situations that could lead to a negative personal outcome.
- Life skills educational support to enhance performance and personal effectiveness.
- Student-referred link to no-cost individual/group therapy offered by FSA's on-campus Youth Mental Health CARE Program.
- Parent consultation.

Future Center Service goals include, as resources allow:

- to provide faculty, staff, and parents with informative presentations on mental health issues related to student needs/concerns.
- to provide consultative support to faculty, staff, administrators, and campus offices.
- to train and support a Peer Educators/Counselors Program to provide peer support and campus programs that foster "safe and healthy choices."
- to implement and expand a range of programs, for students, staff and parents, which will be directed toward adolescent health and wellbeing.

CENTER PARTICIPATION

"The Centers" welcome all JBHS and BHS students.

In order to preserve the safety and well-being of students and "The Centers" mission, "FSA" reserves the right to exclude those students who consistently fail to demonstrate the ability or willingness to adhere to The Centers' policies and procedures.

The "District" will inform parents of "The Center's" existence and mission on both High School campuses.
The "District" and site representatives will schedule, as needed, meetings with "FSA."

PROGRAM LOCATIONS

"The Centers" are located on Burbank and John Burroughs High School campuses. The "District" will provide for the daily maintenance of the space. "FSA" will continue to improve the space as needed to support current and future work.

DATES OF IMPLEMENTATION AND COMPLETION

"The Center's" on-site schedules will coincide with the school calendar. This contract may be renewed annually.

STAFFING

The program will utilize the appropriate level of clinical, educational, and administrative staff necessary to complete the scope of work.

EQUIPMENT AND SUPPLIES

Equipment and supplies will be supplied by "FSA." The "District" will provide daily janitorial services.

GENERAL PROVISIONS

INDEPENDENT "FSA" STATUS

While engaged in carrying out and complying with the terms and conditions of Agreement, "FSA" is an independent contractor and not an officer, employee, or agent of the "District."

TERMINATION

To terminate the contract either party shall give one hundred and twenty, (120) calendar day's written notice.

INDEPENDENT FSA STATUS

While engaged in carrying out and complying with the terms and conditions of Agreement, "FSA" is an independent contractor and not an officer, employee, or agent of the "District."

INSPECTION AND AUDIT

"FSA" shall provide reasonable access to or forward of any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the "District." "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

MODIFICATIONS AND AMENDMENTS

This contract may be modified or amended by a written document executed by "FSA" and the "District." Changes in the administration agreements of the contract which do not alter the counseling services may be made at any time during the term of the contract, as mutually agreed by the "FSA" and the "District."

INDEMNIFICATION

"FSA" shall, at its own expense, cost, defend, hold harmless and indemnify the "District" and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "FSA," its agents, or employees.

The "District" shall, at its own expense, cost, defend, hold harmless and indemnify "FSA" and its officers, agents, and employees from all liability and claims for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of "District," its agents, or employees.

INSURANCE

During the entire term of this contract and any extension or modification thereof, "FSA" shall keep in effect a policy or policies of comprehensive general liability insurance, $2,000,000 for each person, and Sexual Molestation and Abuse coverage, $3 million per occurrence/$3 million aggregate. "FSA" shall, at its own cost and expense, procure and maintain insurance under Worker's Compensation Law. All policies will name the "District' as Additional Insured.

NOTICES

All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to the "District" shall be addressed to the Superintendent, for contracts. Notices to "FSA" shall be addressed to "FSA's" address designated herein. The effective date of notice shall be the date of the postmark.

PAYMENT PROVISIONS

The "District" will pay "FSA" the amount of $ 100,000.00 for the fiscal year 2023/2024 (July 1, 2023 – June 30, 2024) for the staffing and operations of the Student CARE Centers at JBHS and BHS. At the end of the contract year "FSA" will work with "District" staff to provide an annual report.

CONFIDENTIALITY OF INFORMATION

"FSA" shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. "FSA" adheres to all current state confidentiality laws regulating the provision of mental health services.

IN WITNESS WHEREOF, the parties hereto have executed this agreement to be as of the day and year first above written. This contract is effective July 1, 2023, and terminates June 30, 2024, unless sooner terminated as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE_____ **Date:** 6/29/23

DR. John Paramo, Acting Superintendent

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE_____ **Date:**_____

Laurie Bleick, Executive Director

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	John M. Paramo, Acting Superintendent
PREPARED BY:	John M. Paramo, Acting Superintendent
SUBMITTED BY:	Laura Erisman, Administrative Assistant
DATE:	July 20, 2023
SUBJECT:	Ratification of Agreement with Family Service Agency of Burbank to Provide School-Based Counseling Services

---

Background:

The Family Service Agency of Burbank (FSA) provides counseling services to members of the Burbank community. FSA has also been providing group and individual counseling services to students at all elementary and secondary schools in Burbank. Most of these programs have been supported by funding from the City of Burbank and FSA, and school staff has reported very positive results. FSA began to expand counseling services to include elementary schools in 2007 starting with Providencia Elementary. For the past several years, FSA has been providing these services to all elementary, secondary schools, and on alternative campuses.

During the 2015/2016 school year, Family Service Agency of Burbank (FSA) opened an on-site Wellness center at Burbank High School (BHS). An additional on-site Wellness Center was opened at John Burroughs High School (JBHS) in the spring of 2017. These wellness Centers were opened because of an identified need to offer students a tranquil and supportive respite to collect their thoughts and share their feelings in an environment staffed with therapists from FSA. Since opening, the programs at both schools have served hundreds of students and have become a valuable resource for the District. After the 2017-2019 school year, the name, “Wellness Center” at each comprehensive high school was changed to “Student Care Center”.

District Wide Goals for 2023-2024:

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

Discussion and Issues:
The Burbank City Council recommended that the City of Burbank continue to fund the counseling services provided by FSA needed at all schools in the Burbank Unified School District for the 2023-2024 school year. The City of Burbank has agreed to provide $245,000 for this program. Additional funding will be provided by Family Service Agency to support these services, as well as $130,000 from the District LCAP Supplemental funds.

FSA staff will meet with students during the school day as resources allow. Students will receive group counseling and/or individual counseling referrals to be made by a school counselor, psychologist, teacher,

assistant principal, principal or parent. Students will be eligible for counseling services when their parents or guardians have signed Informed Consent and Release of Information forms. The overall goal will be to promote skills that build resiliency and improve the student's ability to succeed.

Fiscal Impact:

The contract period will be effective July 1, 2023 through June 30, 2024. The District will contribute $130,000 of LCAP supplemental Funds to support these counseling services provided by FSA.

Recommendation:

John Paramo, Acting Superintendent, recommends that the Board of Education ratify the agreement between the Burbank Unified School District and the Family Service Agency of Burbank, to continue to provide individual and group counseling to elementary and secondary school pupils, as required, effective July 1, 2023 through June 30, 2024, not to exceed $130,000 (010-01500.0-71500-31100-5810-7422000) LCAP supplemental funds, and that the authority to sign the agreement be exercised pursuant to BUSD -AR 3314, as presented.

FAMILY SERVICE AGENCY OF BURBANK

This agreement made and entered into this first day of July 2023 between Burbank Unified School District, hereinafter referred to as District, and Family Service Agency of Burbank, herein after referred to as FSA for a proposed Youth (School-based) Mental Health CARE Program (23-24).

Program Description

The Youth Mental Health CARE Program's mission on District campuses, and; by extension, in the Burbank community, is to protect our youth from adversity, promote socio-emotional learning and psychological well-being, and ensure access for all our youth to quality community-focus, community-based mental health care proven critical for their overall healthy development and well-being.

In 2001, a partnership was formed between the District, The City of Burbank, and FSA. It has grown to provide individual and/or group counseling to students on:

- 11 Elementary
- 3 Middle
- 2 High
- 2 Alternative

school campuses, and to students enrolled in the District's Independent Learning Academy.

Individual/group sessions focus on depression, anxiety, self-harm, isolation and alienation, substance abuse, all forms of violence, family communication and relationships, and emotional regulation.

Accessing Program Services

Students referrals are to be made by a school principal, vice principal, school psychologist, or school counselor. When the District has submitted a completed student's referral packet an FSA Director will be assigned to complete the student/parent intake and assessment. Upon completion, an FSA therapist will be matched to the student/scheduled for weekly care/treatment.

Costs and Additional Resources

The "District" will pay "FSA" the amount of $ 130,000.00 for the fiscal year 2023/2024 (July 1, 2023 – June 30, 2024) for the staffing and operations of the Youth Mental Health CARE Program.

Available resources ultimately determine the Youth Mental Health CARE Program's capacity for care/enrollment.

FSA will continue to fundraise throughout the year in order to sustain current program service levels despite recent years' unprecedented number of requests for care and the increased severity of requests.

FSA has also been awarded significant monies for the 2023-26 school years by the City of Burbank for program services.

Delivery of Program Services

Services will be provided in-person at District campuses, FSA, and/or by telehealth. Under special clinical circumstances an alternative site, which will be mutually agreed to by the District and FSA, may be deemed more appropriate.

The "District" will coordinate with FSA appropriate space for the program's individual and/or group CARE.

Dates of Implementation and Completion

The program, which will coincide with the school calendar.

Staffing

The program will utilize the appropriate level of clinical, educational, and administrative staff necessary to complete the scope of work.

Equipment and Supplies

All program equipment and supplies will be supplied by FSA.

GENERAL PROVISIONS

Modifications and Amendments

This agreement may be modified or amended by a written document executed by FSA and District. Changes in the administration agreements of the contract which do not alter the counseling services may be made at any time during the term of the contract, as mutually agreed by the FSA and the District.

Independent FSA Status

While engaged in carrying out and complying with the terms and conditions of Agreement, FSA is an independent contractor and not an officer, employee, or agent of the District.

Termination

To terminate the contract either party shall give one-hundred and twenty, (120) calendar day's written notice.

Inspection and Audit

FSA shall provide reasonable access to or forward of any relevant books, documents, papers, reports, records, or other matter relating to the contract upon reasonable request by the District. FSA adheres to all current state confidentiality laws regulating the provision of mental health service.

Confidentiality

FSA shall regard all information received during the performance of services pursuant to the agreement as confidential and shall not disclose such information to any person without prior written consent. FSA adheres to all current state confidentiality laws regulating the provision of mental health services.

Indemnification

FSA shall, at its own expense, cost, defend, hold harmless and indemnify District and its officers, agents, and employees from all liabilities and claims for damages for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of FSA, its agents, or employees.

The District shall, at its own expense, cost, defend, hold harmless and indemnify FSA and its officers, agents, and employees from all liability and claims for death, sickness or injury to persons or property including without limitation all consequential damages, from any cause whatsoever arising from or connected with its services hereunder, resulting from negligence of District, its agents, or employees.

Insurance

During the term of this contract and any extensions or modifications thereof, "FSA" shall keep in effect the required policies of comprehensive liability insurance for each person. "FSA" shall, at its own cost and expense, procure and maintain insurance under Worker's Compensation Law. All policies will name the District as Additional Insured.

Notices

All notices provided for by this contract shall be in writing and may be delivered by certified or registered mail, postage prepaid. Notices to District shall be addressed to the Superintendent, for contracts. Notices to FSA shall be addressed to the Executive Director at FSA's address designated herein. The effective date of notice shall be the date of the postmark.

Payment Provisions

The "District's" commitment to these mental health care services shall not exceed $130.000.00 for the 2023-2024 school year (July 1, 2023-June 30-, 2024). Youth Mental Health CARE Invoices will be submitted to District monthly. Such invoices shall be payable upon thirty days of receipt. Payment will not exceed the amount committed for the contract year 2023-24.

Audit Exceptions

FSA agrees to accept responsibility for receiving, replying to, and/or complying with any related audit exceptions by appropriate state or federal audit agencies occurring as a result of FSA's performance of this contract. FSA also agrees to pay the District within thirty {30) days of demand by District the full amount of District's liability to the state, if any,

resulting from any audit exceptions to the extent such are attributable to the FSA's failure to perform properly any of its obligations under this contract. The audit conducted by any appropriate state or federal audit agency shall conform to generally accepted accounting standards and principles.

IN WITNESS WHEREOF, the parties hereto have executed this agreement to be as of the day and year first above written. This contract is effective July 1, 2023, and terminates June 30, 2024, unless sooner terminated as provided herein.

BURBANK UNIFIED SCHOOL DISTRICT

SIGNATURE Paramo **DATE** 6/29/23

DR. John Paramo, Acting Superintendent

FAMILY SERVICE AGENCY OF BURBANK

SIGNATURE Laurie Bleick **DATE** 6.29.2023

Laurie Bleick, Executive Director

Burbank Unified School District
Instructional Services

REPORT TO THE BOARD

TO:	Members of the Board of Education
FROM:	Sharon Cuseo, Assistant Superintendent, Instructional Services
PREPARED BY:	Sharon Cuseo, Assistant Superintendent, Instructional Services
SUBMITTED BY:	Terri Ramirez-Adams, Senior Administrative Secretary
DATE:	July 20, 2023
SUBJECT:	Approval of Amended Consultant Agreement for Academic Entertainment, Inc.

Background:

The purpose of the Instructional Consultant Services is to enrich student learning. Consultants are selected based on their qualifications regarding specific subject areas. When a consultant is selected, the consultant, company/organization must complete the required paperwork by the District to ensure that District students receive the services they require. All consultant requests must be approved by the Board of Education prior to services being rendered.

Discussion/Issues:

Academic Entertainment, Inc. was previously approved as a consultant on June 15, 2023 to provide Science Presentations for Summer School. Due to the number of summer school students, additional presentations were required. Therefore the Consultant Agreement will need to be amended to increase the not to exceed amount.

Fiscal Impact:

Not to exceed $4,785 (01.0-26000.0-11100-10000-5810-5489000)

Recommendation:

Sharon Cuseo, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve an amended Consultant Agreement between Burbank Unified School District and Academic Entertainment, Inc. to provide instructional consultant services, effective June 27, 2023 through June 29, 2023, in the amount of $4,785 (01.0-26000.0-11100-10000-5810-5489000), and that authority to sign the agreement be exercised pursuant to BUSD-AR 3314, as presented.

BURBANK UNIFIED SCHOOL DISTRICT

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

AGREEMENT FOR CONSULTANT SERVICES

This Agreement, made and entered into this 23 of May , 20 23 by and between the **Burbank Unified School District**, hereinafter referred to as "District", and Academic Entertainment Inc hereinafter referred to as "Consultant."

Payee's Name Academic Entertainment, INC Daytime Phone Number 800-883-9883

Email Address office@academicentertainment.com

Mailing Address 1495 SW Lost Trail Dr. Pullman, WA 99163

Sponsoring Administrator Summer Learning Academy

Board Approval Date ~~June 15, 2023~~ July 20, 2023 Amended

Account String 01.0-26000.0-11100-10000-5810-5489000 (ELOP)

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 $ ~~1195~~ per hour☐/ per day ☐/ per session■ for a total not to exceed $~~3585.00~~ $4,785 **Amount to include speaking fee, mileage and any additional fees.
2. The term of the Agreement shall be the period commencing on 6/27/23 and terminating on 6/29/23 .
3. Payment Terms: NET 30
4. Consultant will provide the following services:

   3 Wacky Science Presentations for Summer School Site (Disney, Miller and Washington) 1 hour in length over 2 days.

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.

			05/24/23	
BUSD Authorized Signature/Title	Date	Consultant	Academic Entertainment Inc	Date

Instructions: Consultant is to sign and return one copy to the sponsoring administrative site. Agreement will be submitted for Board Approval. After Board approval, a Purchase Req will be created. This Purchase Req will need to include the Agreement for Consultant Services, W9, and Board Approved coversheet uploaded on the Purchase Req.

Revised 06/19





The Wacky Science Show

Helps elementary and middle school students learn the Scientific Method while having fun at the same time!

In-Person or Virtual/Online for Schools and Camps!

Age Range: K-8

Request Pricing & Dates

SHOW DETAILS | VIDEO | DATASHEET | TESTIMONIALS | GALLERY | BUILD A FLYER

Print Friendly, PDF & Email

The Wacky Science Show Virtual/Online Set-up

Audience: K-8 **Capacity:** 300 screens

Presentation Time: 45 minutes

Prefersplit younger/older but not required
Platform: Zoom preferred, others available if school sets-up and hosts
Presenter will: set-up and email Zoom link as late as the week prior to your show date. Please anticipate meeting presenter in the Zoom meeting 15-minutes prior to your start time so they may enable you/school representative as a co-host, and accommodate any last minute details/instructions.

The Wacky Science Show In-Person Set-up

Audience: PreK-8 **Capacity:** 400
Presentation Time: 40 to 45 minutes
Prefer split younger/older but not required
Set-Up Time: 45 minutes. Please ensure performance space is clear and empty of classes during set-up time.
Take-Down Time: 45 minutes

Presentation Area: Brightly lit performance space; minimum area of 8 ft. x 20 ft. Performance space can be stage or floor-level; floor level is preferred. If performance space is floor level, please seat students on the floor and not in chairs. If the performance area is a stage please make sure there are stairs for easy volunteer access to the performance area.

Assembly Requirements: One large table. Access to a sink before and after the performance. Depending on your location, you may be asked to provide a PA system with RCA-jack input.
Presenter/Backdrop/Props may vary depending on your location.



More than just wiz, bang, poof and pop!

The Wacky Science Show puts science in the hands of more than a dozen onstage volunteers. With a focus on science with everyday objects, Dr. Science makes the Scientific Method easy to understand. This is the only show to ever win Dow Chemical's Touch-Tech Award for excellence in hands-on science education!

Kooky? Yup. Nutty? A lot. Educational? Yeah, it's that too!

While the students cheer the crazy antics, the teachers love these lessons: The Scientific Method | Physical, Mathematical & Life Sciences | Air Pressure | Acid/Base Indicators | Levers & Simple Machines | Everyday Science | Stinky Dinosaurs | Liquids, Solids, Gases | Science Safety | Bernoulli's Principle | Chemical Reactions. Additional Topics Covered for Middle Schools: Centripetal & Centrifugal Forces | Kinetic & Potential Energy | Inertia | Connections between Science & Technology | Use of Chemicals in Gathering Evidence.

Guaranteed to "Bring the Funny"!

But **The Wacky Science Show** is a no holds barred laugh riot that makes science easy to understand. Students participate on stage in wacky and off-the-wall, hands-on lessons while discovering that simple household items can be used to perform quirky & crazy science experiments. Loads of surprises, comedy & goofy sound effects combine in this perfect complement to learning The Scientific Method.

Academic Entertainment, Inc.
1495 SW Lost Trail Drive
Pullman, WA 99163
www.AcademicEntertainment.com
Office@AcademicEntertainment.com

INVOICE

INVOICE # 18569
DATE 05/19/2023

Bill TO	Contact/Venue
Jennifer Griffith – Curriculum Specialist Bill to: Burbank USD Summer Learning Program Attn: Accounts Payable 1900 W. Olive Ave Burbank, CA 91506 818-404-3813 Jennifer	**06/27/23 – Tue – 8:45am/10:15am Disney Elementary 1220 W Orange Grove Ave Burbank, CA 91506 **06/29/23 – Thu – 8:30am/9:30am Miller Elementary 720 E Providencia Burbank, CA 91501 **06/29/23 – Thu – 11:50am Washington Elementary 2322 N Lincoln St. Burbank CA 91504

Contact Email
jennifergriffith@burbankusd.org

P.O. #

Show Date	Program Title	Amount
06/27/2023	Wacky Science - 06/27/23 – Tue – 8:45am/10:15am Disney Elementary	1,795.00
06/27/2023	Wacky Science - 06/29/23 – Thu – 8:30am/9:30am Miller Elementary	1,795.00
06/29/2023	Wacky Science - 06/29/23 – Thu – 11:50am Washington Elementary	1,195.00

Thank you for your business! We accept checks, Purchase Orders, credit cards and ACH payments.

Check can be mailed to:
Academic Entertainment, Inc.
1495 SW Lost Trail Drive
Pullman, WA 99163

****

Total Fee Due - $4785.00

Make your check payable to: Academic Entertainment, Inc. and mail to the address above.
Tax I.D. # 91-2043215

TO ACCEPT THE TERMS LISTED & CONFIRM YOUR SCHEDULED PROGRAM, PLEASE READ THE ATTACHED SERVICE AGREEMENT, FILL OUT COMPLETELY & FAX, SCAN/EMAIL OR MAIL BACK. THANK YOU.

Make your check payable to: Academic Entertainment, Inc. and mail to the address above.
Tax I.D. # 91-2043215

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